

GPO Access Training Booklet

A Service of the Government Printing Office

*Keeping
America
Informed*



Office of Electronic Information Dissemination Services



GPO Access Training Booklet

A Service of the Government Printing Office

June 1998



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Glossary

Before Moving On Read This...

Training Curriculum and Objectives

This training guide was developed by the Government Printing Office's (GPO) Office of Electronic Information Dissemination Services (EIDS) to be used in conjunction with *GPO Access* training classes. This booklet is intended to show you the general and fundamental capabilities of the *GPO Access* service. It provides an overview of the *GPO Access* components and features so that even if you are a beginner you will be able to utilize all components of the *GPO Access* service. The topics covered include:

- ★ Components of *GPO Access* - Provides a brief history of *GPO Access*, as well as a description of *GPO Access* products and services.
- ★ Adobe Acrobat Reader - Explores the Adobe Acrobat Reader toolbar and functions used when viewing Adobe Acrobat Portable Document Format (PDF) files. Troubleshooting issues are also addressed.
- ★ Searching Strategies and Components - Outlines searching concepts and methods that are constant throughout all interfaces, such as stopwords, boolean operators, identification codes, relevance ranking, etc.
- ★ *GPO Access* Databases - Learn to search the most popular databases online via *GPO Access* such as the *Code of Federal Regulations*, the *Federal Register*, the *Commerce Business Daily* and the *Congressional Record*.
- ★ Locator Tools - Assists you in locating Government information products by topic, title, agency, or through an Internet keyword search.
- ★ Sales Information - Find out what products are available for sale and place an order online. You can also locate a bookstore near you, find out about new products, etc.

To a great extent this book is the result of feedback we have received from participants of *GPO Access* classes held in the past. The content of this manual is furnished for informational use only and is subject to change as enhancements to the *GPO Access* service are implemented.

How to Use this Training Booklet

This training booklet is divided into several sections, each dealing with fundamental questions about the *GPO Access* service such as: What is *GPO Access*? How do I access the databases and the different locator services? How do the different interfaces work? How do I search?, etc.

Note: This booklet covers all methods of access and interfaces so that no matter how you reach *GPO Access* you will find this booklet useful. The searching strategies and components can be used across all interfaces.

Understanding Search Examples

Because this booklet covers all methods of access, the searches are constructed so that no matter which interface you use (Web, SWAIS or a WAIS client) the search will be correct. As a result, field names are used. Most times, users who access *GPO Access* through the Web will be able to use checkboxes to select a particular field instead of typing in the field name followed by the equal sign (=). For example, when searching the *Federal Register* database, typing the search string: section=contents and date=1/2/98 will give you the same results as selecting the contents box, typing the term "contents" in the search box and typing the date of 1/2/98 in the date box.

How to Get User Support

The *GPO Access* User Support Team is available Monday- Friday from 7 a.m. to 5:30 p.m. EST (except for Federal holidays) through the following methods:

E-mail: gpoaccess@gpo.gov

Phone: toll-free 1-888-293-6498 or 1-202-512-1530 (DC area)

Fax: 202-512-1262

How to Obtain Copies of *GPO Access* Materials

Training Booklet

Dial-in

Access the Federal Bulletin Board (FBB) at 202-512-1387. From the Main Menu select B for *GPO Access*; select # 4 *GPO Access* WAIS User Documentation and Helpful Hints; select 1 for User Documentation. The self-executing file names are traintxt.exe for the text version and trainpdf.exe for the Adobe Acrobat PDF version (traintxt.sea or trainpdf.sea for Macintosh).

Web/FTP

Access the FBB at fedbbs.access.gpo.gov or point your Web browser to: <http://fedbbs.access.gpo.gov>. The file is in the HELP directory. The file 00INDEX.txt provides file descriptions.

User Guide and Helpful Hints

Dial-in

Access the FBB at 202-512-1387. From the Main Menu select B for *GPO Access*; type the number 4 *GPO Access* WAIS User Documentation & Helpful Hints; select number 2 for Helpful Hints. The guide is available in sections or in its entirety and hints are listed by database name. Files are available in ASCII and PDF formats.

FTP

Access the FBB at fedbbs.access.gpo.gov or point your Web browser to: <http://fedbbs.access.gpo.gov>. The file is in the HELP directory. The file 00INDEX.txt provides file descriptions.

Online Databases

The Users Guide is available as a database online via *GPO Access* and can be accessed through the Web, WAIS, and SWAIS. Documents are available in ASCII and PDF formats. The Helpful Hints are available online by searching for the word hints in each database.

SuDocs WWW Site

The User's Guide and Helpful Hints are available at:
http://www.access.gpo.gov/su_docs/aces/desc004.html

Introduction

Since its inception, *GPO Access* has proven to be yet another example of the Government Printing Office's (GPO) commitment to provide access to official Government information by strengthening and improving the public's ability to access timely information in an efficient manner. The highly successful launch of *GPO Access* in June 1994 was the result of an agency-wide initiative and commitment to the dissemination of electronic information that was carried out without the benefit of additional funds from Congress to cover the costs. Through this free program, users can:

- ★ Access and obtain typeset copies of official government documents such as the *Federal Register*, *Congressional Record*, and Congressional bills, the day of publication, exactly as they appear in print, or search the real-time *Commerce Business Daily* database for notices before they appear in the printed copy;
- ★ Locate and research other Government information products by title, topic or an Internet search;
- ★ Locate Government information products in a Federal Depository Library; or
- ★ Place an electronic order to purchase a paper or electronic product.

Recognizing the various needs and technological capabilities of the public, *GPO Access* supports a wide range of information dissemination technologies; from the latest client/server applications through the Internet to dial-up modem access, including methods compatible with assistive technologies. Gateway libraries provide convenient off-site access to users, from their homes or offices. Even those without computers can utilize *GPO Access* through public access terminals located at Federal Depository Libraries throughout the country. *GPO Access* currently averages over 10 million document retrievals per month, while assisting the GPO, Federal agencies, Federal Depository Libraries and Congress in carrying out the mission of disseminating official government information products quickly, efficiently, and inexpensively.

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1

What is *GPO Access?*

*Keeping
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What is *GPO Access* ?

History

In 1993, Congress passed Public Law 103-40, amending GPO's duties to include provisions for the dissemination of information in electronic format. Under the *GPO Access* legislation, the Superintendent of Documents is required to 1) Maintain an electronic directory of Federal electronic information (the Federal Pathway Locator Service); 2) Provide a system of online access to the *Congressional Record*, *Federal Register*, and other appropriate publications; 3) Operate an electronic storage facility for Federal electronic information (the Storage Facility); and 4) Maintain the Federal Bulletin Board (FBB), already in existence. Collectively these components are referred to as *GPO Access*. As a result, in June 1994, *GPO Access* was introduced, encouraging and supporting immediate public access to electronic information products of the United States Government.

The vast majority of information currently available via *GPO Access* is information derived from databases used in the printing of Government publications. For example, in the case of Congressional publications, GPO's Congressional Printing Management Division receives a requisition from a Congressional office asking that a specific document be processed for online access. Internal GPO communications then establishes authorization, priorities, etc. Subsequent to processing the database for printing, software developed by Production Services, Graphic Systems Development Division is used to prepare the data for optimum screen presentation and place it in the form required by commercially procured server software which indexes the data to facilitate effective searching via client software and/or World Wide Web browsers. At the same time PostScript output of GPO's Automated Composition software is processed by Electronic Photocomposition Division personnel via a network version of Adobe's Distiller software to produce files in the Adobe Acrobat Portable Document Format (PDF) which are then programatically associated with the appropriate online documents. These Production services computer-based operations are all performed on equipment configured and maintained by personnel of the Electronic Systems Development Division.

In order to assist users in all facets of *GPO Access* and to monitor user requirements, the *GPO Access* User Support Team was developed. This Team provides the public with a wide range of support for the electronic products and services available through *GPO Access*. *GPO Access* became available to the public free of charge on December 1, 1995, further enhancing public access to electronic Government information. Initially, the service was available free to the public only through the Federal Depository Library Program or directly from GPO at modest rates designed to recover the incremental cost of dissemination to registered users.

Objectives

The objectives of *GPO Access* are as follows:

- ★ Improve access to official Federal Government information in electronic formats.
- ★ Provide electronic document delivery and online interactive services that are well-designed, easy to use, and available to the public without charge.
- ★ Ensure access to a broad spectrum of users with a wide variety of technical capabilities both directly and through an active partnership with Federal Depository Libraries.
- ★ Establish and operate an online interactive service that is capable of rapid expansion to meet the needs of Federal agency publishers and public users.
- ★ Encourage the use of electronic database standards and permit dissemination of the original document, without rekeying, in print and/or electronic format.
- ★ Utilize a variety of dissemination media and methods, including World Wide Web (Web), bulletin board services and online interactive search and retrieval services in order to achieve cost effective information delivery, that is appropriate to both the type of information being disseminated and the needs of users of that information.

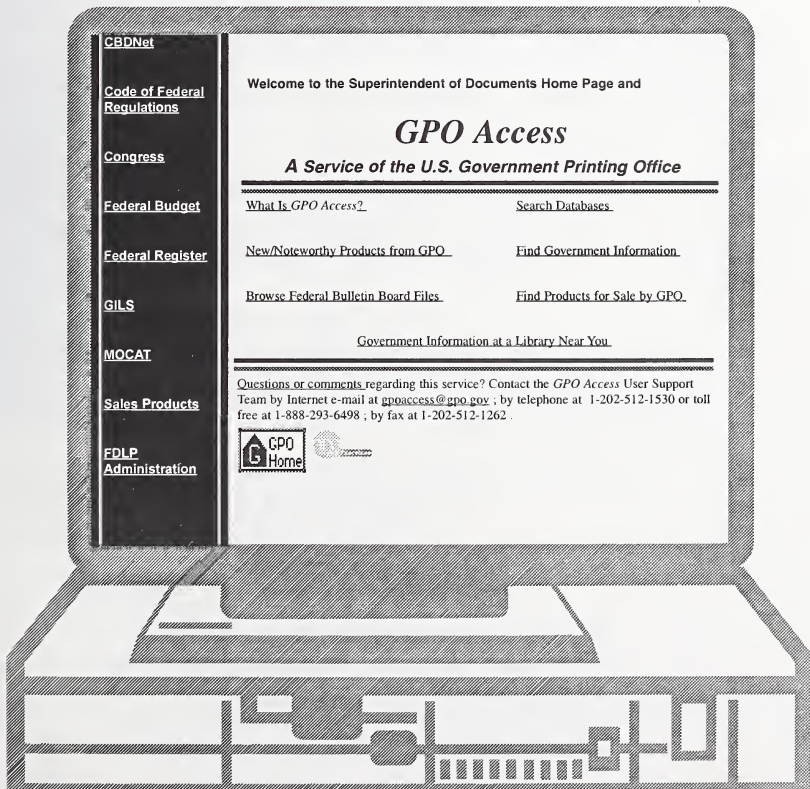
Components

GPO Access consists of four components:

- ★ The Wide Area Information Server (WAIS): Provides full-text search and retrieval for the *Congressional Record*, *Federal Register*, and a growing number of other databases, through the Web, WAIS client software, telnet, and dial-in software.
- ★ The Federal Locator Service: Provides a pathway/directory to Government information, including Government Information Locator Service (GILS) applications, via the Web and locator tools.
- ★ The Federal Bulletin Board: Provides immediate self-service access to Government information, including thousands of agency files.
- ★ The Storage Facility: Provides electronic files, assuring permanent access of electronic information beyond the short-term use for producing print products or initial electronic dissemination.

CHAPTER
2

The *GPO Access* Web Interface



GPO Access on the Web

There are three primary *GPO Access* interfaces. The type of interface you will use during this class is the Web interface. The SWAIS and WAIS interfaces are described in detail in the appendix of this booklet.

World Wide Web

The GPO's Superintendent of Documents (SuDocs) home page can be reached at URL: http://www.access.gpo.gov/su_docs. The SuDocs home page makes it easy for you to locate government information by providing quick links to the most popular databases, to locator tools, to general and specialized search pages as well as sales and library information.

The links listed on the SuDocs home page are as follows:

What Is *GPO Access*?

Search Databases

New/Noteworthy Products from GPO

Find Government Information

Browse Federal Bulletin Board Files

Find Products for Sale by GPO

Government Information at a Library Near You

The site is constantly being enhanced to better satisfy your needs. In fact, many of the enhancements are a direct result of user feedback. We welcome all suggestions and comments. In order to help encourage feedback, the following link is provided at the bottom of every page on our Web site:

Questions or comments regarding this service? Contact the *GPO Access* User Support Team by Internet email at gpoaccess@gpo.gov

Note: The layout of the web pages presented on the following pages has been modified for this training booklet. As a result, pages may not *exactly* match their online counterpart.

Below is an illustration of the Superintendent of Documents Home Page. The URL is: http://www.access.gpo.gov/su_docs

This link is a good link for new users! It summarizes and organizes the entire GPO Access Service and provides links to available applications.

Provides links to over 100 databases.

Connects you to the Locator Tools which help you locate Federal information by topic, title, etc.

Links to a list of new print and electronic products.

CBDNet

Code of Federal Regulations

Congress

Federal Budget

Federal Register

GILS

MOCAT

Sales Products

FDLP Administration

Welcome to the Superintendent of Documents Home Page and

GPO Access

A Service of the U.S. Government Printing Office

What Is GPO Access?

Search Databases

New/Noteworthy Products from GPO

Find Government Information

Browse Federal Bulletin Board Files

Find Products for Sale by GPO

Government Information at a Library Near You

Questions or comments regarding this service? Contact the GPO Access User Support Team by Internet e-mail at gpoaccess@gpo.gov ; by telephone at 1-202-512-1530 or toll free at 1-888-293-6498 ; by fax at 1-202-512-1262 .



January 1, 1998

Provides Federal Depository Library information.

Convenient, quick jumps to our most popular databases and applications are listed here.

Connects you to the GPO Access FBB, giving you access to over 4,500 government files.

Provides links to our Sales Product Catalog, CD Rom lists, etc.

*Below is an illustration of the **What is GPO Access Page**. This page is great for novice users because it highlights each application. The location is: http://www.access.gpo.gov/su_docs/whatis.html*

What Is GPO Access?

GPO Access is a service of the U.S. Government Printing Office that provides free electronic access to a wealth of important information products produced by the Federal Government. The information provided on this site is the official, published version and the information retrieved from *GPO Access* can be used without restriction, unless specifically noted. This free service is funded by the Federal Depository Library Program and has grown out of Public Law 103-40, known as the Government Printing Office Electronic Information Enhancement Act of 1993.

The free services of *GPO Access* fall within the following categories:

- Government information databases for your online use.
- Individual Federal agency files available for download.
- Tools to assist you in finding Government Information.
- Collections of Government information available for free use at a library near you.
- User Support.

These links connect you to a summary or description of the applications and services available online via *GPO Access*.

Government Information Databases

These convenient links connect you to various databases online via *GPO Access*.

GPO Access provides free online use of many Federal databases. These databases include the following:

- Popular regulatory materials such as: *The Federal Register* and *The Code of Federal Regulations*.
- Critical Congressional products such as: The *Congressional Record* and *Congressional Bills*.
- Important business materials such as: *Commerce Business Daily* (CBDNet).
- Useful reference tools such as: *Catalog of U.S. Government Publications (MOCAT)*, The *Sales Product Catalog (SPC)*, and *The Government Information Locator Service (GILS)*.

You can use these and the other *GPO Access* databases in two ways. A general search page provides the opportunity for searching one or multiple *GPO Access* databases from a single page. Specialized search pages allow you to easily perform detailed searches of most *GPO Access* databases.

[Back to Top]

Below is an illustration of the New and Noteworthy from GPO page. It links you to new information available online. The URL is: http://www.access.gpo.gov/su_docs/newnote.html

New and Noteworthy from GPO

[1998]

[1997]

[1996]

[1995]

[1998]

February 2, 1998, FY 1999 Federal Budget Publications and The 1998 Economic Report of the President

January 22, 1998, Biennial Report to Congress on the Status of GPO Access

[1997]

[Back to Top]

December 22, 1997, 1997 Statistical Abstract of the United States

December 19, 1997, The Final Report of Independent Counsel Curtis Emery von Kann In Re: Eli J. Segal

December 4, 1997, Occupational Safety and Health Review Commission Homepage

November 26, 1997, The 1996 Supplement to the Annotated Constitution (1992 edition)

November 24, 1997, Top Selling Products from the Superintendent of Documents from October 1, 1996 to September 30, 1997

November 19, 1997, Survey of Attitudes about GPO Access and the GPO web site

October 31, 1997, The October 29, 1997 issue of the Unified Agenda is now available online as part of the 1997 Unified Agenda Database on GPO Access

October 31, 1997, A new interface for searching the Code of Federal Regulations on the World Wide Web through GPO Access

October 29, 1997, New Clinton-Gore Reinvention Report Focuses on Successful Government/Business Partnerships

October 24, 1997, Healthy Heart Handbook for Women

October 24, 1997, The History of the District of Columbia Air National Guard

October 20, 1997, National Bankruptcy Review Commission Homepage

*Below is an illustration of the **Federal Bulletin Board (FBB)** page. It provides buttons to the most popular links as well as a link to the full listing of file libraries. The URL is:
<http://fedbbs.access.gpo.gov/>*

The Federal Bulletin Board

Online via *GPO Access* -- About this system

NEW! Biennial Report to Congress on the Status of *GPO Access*

<u>White House Organizations</u>
<u>Federal Agency Files</u>
<u>Congressional and Legislative Information</u>
<u>U.S. Supreme Court Opinions (1992-1998 Terms)</u>
<u>GPO Access Information</u> - Source and Help files
<u>Commerce Business Daily</u> - Templates and Help Files
<u>Federal Depository Library Information</u> - (includes Shipping Lists)
<u>View Alphabetical List of All file Libraries</u> OR Download the <u>User's Manual</u>

Questions or comments regarding this service? Contact the *GPO Access* User Support Team by Internet e-mail at gpoaccess@gpo.gov; by telephone at 1-202-512-1530 or toll free at 1-888-293-6498; by fax at 1-202-512-1262.



*Below is an illustration of the Search Databases page. The URL is:
http://www.access.gpo.gov/su_docs/dbsearch.html*

Search Databases Online via GPO Access

Find Out More About These Databases

General search page for all databases.

Click this link to access a database listing which includes the Helpful Hints and database content and file formats.

Perform a simple search of one or more GPO Access databases.

Specialized search pages for detailed search of individual databases.

Click this link to access the Generalized Search page which lets you search multiple databases.

Budget of the United States Government

Catalog of U.S. Government Publications (MOCAT)

Code of Federal Regulations

Commerce Business Daily

Congress

Congressional Bills

Congressional Directory, 104th and 105th Congresses

Congressional Documents

Congressional Pictorial Directory, 105th Congress

Congressional Record

Congressional Record Index

Congressional Reports

Economic Indicators

History of Bills

Miscellaneous House Publications

Miscellaneous Senate Publications

Public Laws

U.S. Code, 1994 edition

U.S. Constitution, Analysis and Interpretation: 1992 Edition and 1996 Supplement

Federal Register

GAO Comptroller General Decisions

GAO Reports

Government Information Locator Service (GILS) Records

Privacy Act Notices

Sales Product Catalog (SPC)

Supreme Court Decisions

U.S. Government Manual

Weekly Compilation of Presidential Documents

Click this link to link to a Specialized Search Page. If you wish to search across multiple databases click on the link "Perform a Simple Search of one or more GPO Access databases" link (shown above).

If you click on the on the **Connect to Databases Online** link you will connect to the page shown below. The URL is <http://www.access.gpo.gov/aces/aaces002.html>



GPO Access

Keeping America Informed Electronically

Connect to Databases Online via GPO Access

List and Description of Databases

Access Methods for Online Databases

Specialized Search Pages

Because the content of each database is unique, the databases on the Specialized Search Pages allow you to perform fielded searches to help make the search more specific. These fields make it possible to perform more advanced functions, such as limiting results by date or by section of the Federal Register or Congressional Record, for example, but are tailored to the individual databases.

Select databases and enter searches below. Access is also available through Federal Depository Library Gateways or on-site at a Federal Depository Library. Helpful Hints provide instructions for searching the databases.

Food and Drug Administration Nicotine Regulation Pages

For simple searches select one **OR MORE** databases from the list below:

Budget of the US, FY 1999
Budget of the US, FY 1998
Budget of the US, FY 1997
Campaign Reform Hearing
Congressional Bills, 103d Congress (1993-1994)
Congressional Bills, 104th Congress (1995- 1996)
Congressional Bills, 105th Congress(1997- 1998)
Congressional Directory 105th Congress
Congressional Documents, 104th

Menu of available
databases.
Highlight the
database(s) you
wish to search.

General search directions are provided.

Enter search terms in the space below. Phrases must be in quotation marks (""). The operators ADJ (adjacent), AND, OR and NOT can be used, but must be capital letters. For example: "environmental protection agency" AND superfund. Word roots can be searched using an asterisk (*) following the word stem. For example: legislat* will retrieve both legislation and legislative. Additional instructions and examples.

Maximum Records Returned: Default is 40. Maximum is 350.

Enter keywords here.

Search Terms:

SUBMIT

CLEAR

Click on submit button to initiate search.
Click on clear button to clear search box.

Below is an example of the *Federal Register* Specialized Searching Page. This page allows you to check boxes to limit your search to a particular section of the FR and/or use a date or date range when developing your search criteria. The URL is: http://www.access.gpo.gov/su_docs/aces/aces140.html

Federal Register Online via GPO Access

Code of Federal Regulations	Federal Register	Privacy Act Issuances	Public Laws	US Government Manual	Weekly Compilation of Presidential Documents	U.S. Congress Information	GPO Access Search Page
---	----------------------------------	---------------------------------------	-----------------------------	--------------------------------------	--	---	--

Database for the 1995, 1996, 1997 and 1998 *Federal Register* (Volumes 60, 61, 62 and 63)

The *Federal Register* is the official publication for Presidential Documents and Executive Orders as well as Notices, Rules and Proposed Rules from Federal Agencies and Organizations. Helpful Hints provide instructions for searching the database.

Federal Register Volume:

- ☐ 1998 *Federal Register*
☐ 1996 *Federal Register*

- ☐ 1997 *Federal Register*
☐ 1995 *Federal Register*

You can choose which FR database(s) to search.

Federal Register Sections (If you select none, all sections will be searched, but you may select one or more sections):

- ☐ Contents and Preliminary Pages
☐ Final Rules and Regulations
☐ Proposed Rules
☐ Notices

- ☐ Presidential Documents
☐ Sunshine Act Meetings*
☐ Reader Aids
☐ Corrections

Check boxes allow you to limit search by section name.

Issue Date (Enter either a range of dates or a specific date in the format mm/dd/yy):

Date Range: From to
 OR

☐ ON ☐ BEFORE ☐ AFTER

Date boxes and radio buttons allow you to limit your search using date(s) or date ranges.

Search Terms:

Click on submit button to initiate search.
 Click on clear button to clear search box.

Maximum Records Returned: Default is 40. Maximum is 350

Set the no. of docs. to be retrieved.

Enter search terms in the space above. Phrases must be in quotation marks (" "). The operators ADJ (adjacent), AND, OR and NOT can be used, but must be in capital letters. For example: "environmental protection agency" AND superfund. Word roots can be searched using an asterisk (*) following the word stem. For example: regulat* will retrieve both regulation and regulate. [Additional instructions and examples](#)

Browse the Table of Contents of the current issue of the *Federal Register* [ASCII PDF](#)

The Table of Contents for the current day is available through these links.

[Cancellation of Legislative Items Pursuant to Line Item Veto Act](#) (as published in the *Federal Register*)

To search the [Unified Agenda](#), return to the [list of databases](#) available for simple searches.

Once a search has been completed, the **Search Results Page** will appear. The Search Results list consists of the score, size of the text document, the identification code and the truncated title. The following is an example of a portion of a Search Results entry via GPO Access.

Federal Register Search Results

Search Database:

Displays the database(s) searched.

Federal Register, Volume 63 (1998)

Search string is displayed here.

For: "section=contents AND date=3/17/98"

The total number of documents retrieved appears here.

Total Hits: 4

[1]

The identification code is displayed first in the search results followed by the title.

fr17my98C Contents

Size: 3190 , Score: 678 , TEXT , PDF , SUMMARY

You are given several different formats to choose from.

The size of the ASCII text file is shown.

The Score shows how relevant this document is to the search criteria.

Note: You cannot bookmark a Search Results Page because the data or results change daily. You can bookmark the Searching Page where you enter your search criteria.

Saving/Viewing a Document

To save a document via the World Wide Web, click on the format you wish to download (TIFF, PDF, etc.). Once the document is listed to your screen, you can view or print the document. However, you can save a document from the search results page without viewing it. The manner in which you save the document depends on the browser you are using. For example, if you are using Netscape click on the link for the document you wish to access and choose the "Save This Link As" option. You will then be prompted to designate where you want to save the document.

Note: The document will be saved in the format you specify. For example, if you click on the PDF format button while holding the control key the document will be saved in PDF format. However, you will need to name the file accordingly, using the .pdf extension.

Find Command



Most Web browsers have an icon which will allow you to find a specific word or phrase in a document you are viewing. For example, in Netscape, the binocular icon enables you to search the text of the document. To find a particular word in a document using Netscape:

- ★ Click the binocular icon.
- ★ Type in the word(s) to be searched.
- ★ Click the *Find Next* button.

Find	
Find What:	<input type="text"/>
<input type="checkbox"/> Match Case	Direction <input type="radio"/> Up <input checked="" type="radio"/> Down
<input type="button" value="Find Next"/>	
<input type="button" value="Cancel"/>	
<input type="button" value="Help"/>	

*This **Locator Services** page allows you to find official Government information in various ways including by topic, title, or through an Internet search. The URL for this page is: http://www.access.gpo.gov/su_docs/locate.html*

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 - ▶ [Browse Electronic Government Information Products by Title](#)
 - ▶ [Search for Government Information on Selected Internet Sites \(Pathway Indexer\)](#)
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 - ▶ [New/Noteworthy from GPO](#)
 - ▶ [Obtain Information on Demand from U.S. Fax Watch](#)
 - ▶ [Federal Web Sites Hosted by *GPO Access*](#)
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-

The Adobe Acrobat Reader



Adobe Acrobat Reader

The Adobe Acrobat Reader is software from Adobe Systems Incorporated that allows you to access the Adobe Acrobat Portable Document Format (PDF) files online via *GPO Access*. Adobe's Acrobat software is very useful for sharing typeset documents between users. The software essentially takes a snapshot of a document, preserving fonts, spacing, and images. Unlike scanned image files, PDF files support search, copy and paste functions. PDF documents may be viewed and printed on any machine equipped with the Adobe Acrobat Reader and a printer.

Note: You can download the Adobe Acrobat Reader for free from <http://www.adobe.com>. You will need to configure the Reader when using the GPO Access WAIS client and/or a Web browser after installation.

The Acrobat Reader is a free application which is available from many sites, including the Federal Bulletin Board and the GPO Web site. The Acrobat Reader is available for DOS, Windows, UNIX, and Macintosh machines. The following is an overview of the Adobe Acrobat Reader Toolbar. Additional information on the Adobe Acrobat Reader is located in the HELP file of your Adobe Acrobat Reader Software.

Adobe Acrobat Reader Toolbar



The tool bar contains tools for selecting and viewing documents. Select a tool by clicking the tool icon. To hide or show the toolbar, choose Hide Toolbar or Show Toolbar from the Window Menu.



Page Only - Use this tool to close the overview area of the window.



Bookmarks and Page - Use this tool to open the overview area and display bookmarks created for the document. Click a bookmark's name to go to the location marked by that bookmark.



Thumbnails Page - Use this to open the overview area and display thumbnail images of each document page. Click a thumbnail to go to the page marked by that thumbnail.



Hand Tool - Use this tool to move a document page on-screen when it does not fit within the window. Drag the hand tool in the direction you want to move the page.



Zoom Tools - These tools are used to magnify and reduce the page display by a factor of 2.



Text Tool - Use this tool to select text in a document, which can then be copied to the clipboard by using the Copy command. Choose Select Graphics from the Tools menu to select graphics in a document.

HINT: If you want to select one column of text in a document click the ABC button in the toolbar; place your cursor at the beginning of the text you wish to copy; hold down your mouse key and the control key at the same time (mouse key and the option key for Macintosh users) and block the text you wish to select. A box will appear around the selected text. Once you have blocked all the text, release your mouse and control keys (the text should now be highlighted/selected). At this point, you can copy this text using the Edit pull-down menu and import/paste it into another application.



Previous/Next Page - Use this tool to move the document backward or forward, one page at a time.



First/Last Page - Use this tool to move the document to the first or last page of a document.



Go Back/Go Forward - Use this tool to retrace your steps in a document, moving to each view in the order visited. Go Back also returns you to the original document after you click a link to another document.



Actual Size - Use this button to display the page at 100%.



Fit Page - Use this tool to scale the page to fit within the window.



Fit Width - Use this tool to scale the page to fill the width of the window. Pressing the button and the Control (Windows) or option (MAC) key fills the window with only the visible text and graphics on the page.



Find - Use this tool to search for part of a word, a complete word, or multiple words in a document.



Web Browser - Use this tool to start your Web browser. If your Web browser is already running, it becomes the active application. If the Web Browser button does not appear in the toolbar, make sure you have the Weblink plug-in installed and that the Show Toolbar Button option in the Weblink Preferences dialog box is selected. (To see the Show Toolbar Button option, choose Edit>Preferences>Weblink.)

Pull-down Menus



There are five pull-down menus in the Adobe Acrobat Reader. Many of the functions featured in these menus are included in the toolbar.

Edit	
Undo	Ctrl+Z
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Clear	Del
Select All	Ctrl+A
Preferences	

This figure represents the EDIT pull-down menu of the Reader.

- ★ The **FILE** pull-down menu permits you to open, close, save, and print your document.
- ★ The **EDIT** pull-down menu allows you to copy, paste and set general preferences.
- ★ The **VIEW** pull-down menu allows you to move throughout the document.
- ★ The **TOOLS** pull-down menu allows you to move, magnify and demagnify the document on the screen as well as select text and find information in the document, etc.
- ★ The **WINDOW** pull-down menu allows you view the document(s) in various positions on the screen.
- ★ The **HELP** pull-down menu serves as a ready reference if you need additional application information.

Adobe Acrobat Reader FAQ's and Troubleshooting (For Windows)

The following are some frequently asked questions cited on the Adobe's Home Page.

1. What Does Acrobat Reader Do?

Acrobat Reader enables you to open and print Portable Document Format (PDF) files. PDF files can be created from almost any software, while maintaining the look and feel of the source file.

2. Unable to Install Shared Copy of Reader

While you can install Reader 3.0 onto an internal or external hard disk, you cannot install a shared copy of Reader onto a network drive for use by multiple users. To use Reader from a network, install it onto each user's workstation or into each user's directory in a shared installation of Windows.

3. Unable to Download Reader from the Web

Reader for Windows is available for download from Adobe's Web site (<http://www.adobe.com>) compressed in a Winzip, self-extracting *.exe file format. You do not need Winzip to decompress the file. Downloading instructions are also available on Adobe's Web site.

If you have problems downloading Reader from the Adobe Web site, do one or more of the following:

- A. If you are connected to the Internet using a standard phone line, disable call waiting and check the line for clarity to make sure voice communication is free of noise and static.
- B. Download Reader when there is less activity on the Internet (e.g., late in the evening, early in the morning).
- C. Download Reader from an alternative site:
 - CompuServe: Go ADOBEAPP; Browse Libraries
 - <ftp://ftp.adobe.com/pub/adobe/acrobat/reader/>
 - Reader mirror sites at (<http://www.ambia.com>) and (<http://www.emerge.pdfzone.com>)
- D. Download a file from another site to make sure you have a good connection to the Internet.
- E. Contact your Internet Service Provider (ISP) for assistance with your internet software.
- F. Order the Acrobat Reader 3.0 CD-ROM from Adobe Customer Services at 800-642-3623.

4. Errors Occur During Installation

Installed device drivers can prevent Reader from installing successfully. Disabling drivers before installing may enable you to install Reader without error.

To disable drivers in Windows 95, restart Windows in Safe Mode by pressing the F8 key when the message, "Starting Windows 95..." appears, and selecting Safe Mode from the startup menu. If you're installing Reader from a CD-ROM, copy the Reader setup files to your hard disk before restarting Windows in Safe Mode.

To disable installed device drivers in Windows 3.1x, restart the computer using a bootable floppy disk. If you're installing Reader from a CD-ROM, copy the Reader setup files to your hard disk before restarting the computer.

5. Using Reader with Netscape Navigator

Use Netscape Navigator 3.0 or later, which supports all Reader 3.0 features, to view PDF files inside the browser window. Although you can use Reader 3.0 with Navigator 2.0, it does not support all Reader 3.0 features (e.g., PDF forms).

During installation, Reader 3.0 installs the Nppdf32.dll file (Windows 95 or Windows NT), or the Nppdf16.dll file (Windows 3.1x), into the Netscape Navigator plug-ins folder. These files enable Reader 3.0 to display PDF files in the Navigator browser window, instead of opening a separate Reader window. You do not need to set up Navigator 3.0 to recognize Reader 3.0 as a helper application. If you have multiple versions of Navigator installed, make sure the appropriate plug-in file (i.e., Nppdf32.dll or Nppdf16.dll) is installed in the plug-ins folder for the version of Navigator you'll be using. If you open a PDF file from within Navigator, but Reader opens a separate window outside the Navigator window, do one or more of the following:

- A. Use Navigator 3.0 or later.
- B. Delete Reader from the Helpers pane in Netscape Navigator's Preferences dialog box:
 - 1. In Navigator, choose Options > General Preferences.
 - 2. In the Preferences dialog box, click the Helper tab.
 - 3. Select "application/pdf" from the File Type list.
 - 4. Select Unknown: Prompt User in the Action section, then click OK.
 - 5. Repeat step 4 for all other PDF extensions listed in Extensions.
 - 6. Restart Navigator.

If you don't want Reader to display a particular PDF file automatically in the Navigator browser window (e.g., if you want to use Acrobat's Find option in the PDF), save the PDF file to your hard disk, open Reader, then use Reader's Open command to open the file. To permanently prevent Reader 3.0 from displaying PDF files in the Navigator browser window, remove the appropriate plug-in file (i.e., Nppdf32.dll or Nppdf16.dll) from the plug-ins folder for the version of Navigator you're using, then set up Reader as a helper application in Navigator. For more information, see document 4459.

6. Reader's Find and Copy Options Aren't Available When You Open a PDF File in a Web Browser

Reader and Exchange do not enable you to search for or copy text from a PDF file opened within a Web browser window. To search for or copy text from a PDF file, save the PDF file to your hard disk, then open it directly in Reader or Exchange. If you configure your viewer as a helper application within the web browser, you can find and copy text. For more information, see the "Using Reader with Netscape Navigator" section of this document.

7. Can't Print Odd or Even Pages, Tiled Pages, or Selected Views

Reader and Exchange cannot print odd- or even-only pages, tiled pages, or selected views. However, the Ambia Arial plug-in for Windows, from Ambia Corporation (www.ambia.com), enables you to tile pages from Exchange.

8. Adobe's PostScript Fax Printer Driver Is Not on the Acrobat 3.0 CD-ROM

The ReadMe file, located in the Drivers folder on the Acrobat 3.0 CD-ROM, incorrectly states that Adobe Systems has a PostScript fax printer driver for printers that support the PostScript Fax feature.

9. Windows 95 Restarts When You Start Reader

If Reader is incompatible with an installed device driver (e.g., video driver) or application on your hard disk, Windows 95 may restart when you start Reader. If Windows 95 restarts when you start Reader, uninstall the Reader from your hard disk; restart Windows 95 in Safe Mode by pressing the F8 key when the message, "Starting Windows 95..." appears, and selecting Safe Mode from the startup menu; then reinstall Reader. Starting Windows 95 in Safe Mode disables most device drivers that can interfere with installation. If you're installing Reader from a CD-ROM, copy the Reader setup files to your hard disk before restarting Windows in Safe Mode.

To uninstall Reader, choose Start > Settings > Control Panel, open the Add/Remove Programs Control Panel, select Reader in the Install/Uninstall pane, then click Add/Remove. If Windows 95 restarts after you uninstall and reinstall Reader, the installer you're using may be damaged. Download another copy of Reader from Adobe's Web site or order the Reader CD-ROM from Adobe Customer Services.

10. Error "Out of Memory" When Printing a PDF from Reader to a Non-PostScript Printer

When printing a PDF file from Reader in Windows to a non-PostScript printer, Windows returns the error, "Out of memory," and the PDF file does not print. This error may occur when you're printing with an outdated printer driver or when there are insufficient system resources. If you receive an "Out of Memory" error when printing from Reader, do one or more of the following:

- A. Verify that you are using the most current printer driver available for your printer. Contact the printer manufacturer for more information.
- B. Reduce the memory required to print the file by limiting the substitution fonts to one font instead of two fonts:
 - 1. Open Acrobat Reader and choose File > Preferences > General.
 - 2. From the Substitution Fonts pop-up menu, select either Sans or Serif. Then click OK to close the Preferences dialog box.
- C. Print at a lower resolution.

11. Error "Not enough free disk space"

When Installing The error, "Not enough free disk space to continue installation" can occur during installation when the installer is unable to access the temp directory specified by the "Set temp=" line in the Autoexec.bat file, or when there is not enough hard disk space on the drive onto which you're installing Reader. Do one or more of the following:

- A. Install Reader on a hard disk that has a minimum of 8 MB of available disk space (16 MB of available disk space if you are running Windows NT).
- B. Make sure the "Set temp=" line in the Autoexec.bat file points to a valid drive and directory:
 - 1. Open the Autoexec.bat file in a text editor that can save in text-only format (e.g., Windows Write, Notepad).
 - 2. Locate the "Set temp=" line and verify that the drive and directory following the equal sign are valid. If the "Set temp=" line points to an invalid drive or directory, edit the line so that it points to a valid drive and directory.
 - 3. Save the Autoexec.bat file in text-only format.
 - 4. Restart the computer.
- C. Make sure you have write access to the drive containing the temp directory.

Adobe Acrobat Reader FAQ's and Troubleshooting (For Macintosh)

1. What Does Acrobat Reader Do?

Acrobat Reader enables you to open and print Portable Document Format (PDF) files. PDF files can be created from almost any software, while maintaining the look and feel of the source file.

2. Unable to Install Shared Copy of Reader

While you can install Reader 3.0 onto an internal or external hard disk, you cannot install a shared copy of Reader onto a network drive for use by multiple users. To use Reader from a network, install it onto each user's workstation or into each user's directory in a shared installation of Windows.

3. Unable to Download Reader from the Web

Reader for Macintosh is available for download from Adobe's Web site (<http://www.adobe.com>) compressed in both BIN and HQX formats. You need Aladdin Systems Stuffit Expander to decompress *.bin and *.hqx files. The Adobe Web site includes a link to the Aladdin Systems Web site from which you can download Stuffit Expander. Downloading instructions are also available on Adobe's Web site. If you have problems downloading Reader from the Adobe Web site, do one or more of the following:

- A. If you are connected to the Internet using a standard phone line, disable call waiting and check the line for clarity to make sure voice communication is free of noise and static.
- B. Download Reader when there is less activity on the Internet (e.g., late in the evening, early in the morning).
- C. Download Reader from an alternative site:
 - CompuServe: Go ADOBEAPP; Browse Libraries
 - ftp://ftp.adobe.com/pub/adobe/acrobat_reader/
 - Reader mirror sites at(<http://www.ambia.com/adobe/index.htm>)
- D. Download a file from another site to make sure you have a good connection to the Internet.
- E. Contact your Internet Service Provider (ISP) for assistance with your internet software.
- F. Order the Acrobat Reader 3.0 CD-ROM from Adobe Customer Services at 800-642-3623.

4. Errors Occur During Installation

Installed extensions can prevent Reader from installing successfully. Disabling extensions before installing may enable you to install Reader without error. To disable extensions on the Macintosh, restart with the Shift key held down until the message, "Welcome to Macintosh. Extensions off." appears, or use an extensions manager. If you're installing from a CD-ROM, use an extensions manager to disable all extensions except your CD-ROM driver(s), or copy the Reader installation files to your hard disk before disabling all your extensions.

5. Using Reader with Netscape Navigator

Use Netscape Navigator 3.0 or later, which supports all Reader 3.0 features, to view PDF files inside the browser window. Although you can use Reader 3.0 with Navigator 2.0, it does not support all Reader 3.0 features (e.g., PDF forms). A system error may occur when printing PDF files from Reader 3.0 opened within Navigator 2.0. During installation, Reader 3.0 installs the PDFViewer file in the Netscape Navigator plug-ins folder. This file enables Reader3.0 to display PDF files in the Navigator browser window, instead of opening a separate Reader window. You do not need to set up Navigator 3.0 to recognize Reader 3.0 as a helper application. If you have multiple versions of Navigator installed, make sure the PDF Viewer plug-in file is installed in the plug-ins folder for the version of Navigator you'll be using. If you open a PDF file from within Navigator, but Reader opens a separate window outside the Navigator window, do one or more of the following:

- A. Use Navigator 3.0 or later.
- B. Delete Reader from the Helpers pane in Netscape Navigator's Preferences dialog box:

1. In Navigator, choose Options > General Preferences.
2. In the Preferences dialog box, click the Helper tab.
3. Select "application/pdf" from the Description list, then press Delete.
4. Select Reader from the Handled By list, then press Delete.
5. Restart Navigator.

If you don't want Reader to display a particular PDF file automatically in the Navigator browser window (e.g., if you want to use Acrobat's Find option in the PDF), save the PDF file to your hard disk, open Reader, then use Reader's Open command to open the file. To permanently prevent Reader 3.0 from displaying PDF files in the Navigator browser window, remove the PDFViewer plug-in file from the plug-ins folder for the version of Navigator you're using, then set up Reader as a helper application in Navigator.

6. Reader's Find & Copy Options Aren't Available When You Open a PDF File in a Web Browser

Reader and Exchange do not enable you to search for or copy text from a PDF file opened within a Web browser window. To search for or copy text from a PDF file, save the PDF file to your hard disk, then open it directly in Reader or Exchange. If you configure your viewer as a helper application within the web browser you can find and copy text. For more information, see the "Using Reader with Netscape Navigator" section of this document.

7. Can't Print Odd or Even Pages, Tiled Pages, or Selected Views

Reader and Exchange cannot print odd- or even-only pages, tiled pages, or selected views.

8. Adobe's PostScript Fax Printer Driver Is Not Located on the Acrobat 3.0 CD-ROM

The ReadMe file, located in the Drivers folder on the Acrobat 3.0 CD-ROM incorrectly states that Adobe Systems has a PostScript fax printer driver for printers that support the PostScript Fax feature.

9. System Error When you Choose File > Open in Reader

Reader quits and returns a system error (e.g., freeze) or a "Type 1" or "Type 88" error when you choose File > Open in System 7.5.3 or later. The error occurs when Documents Folder is selected in the Documents section of the General Controls control panel. To deselect Documents Folder:

1. Open the General Controls control panel.
2. Select the Folder That Is Set by the Application option or the Last Folder Used in the Application option in the Documents section.
3. Close the control panel.

10. Error "Type 11" When Clicking Setup in Chooser After Installing Reader

The Reader installer installs Adobe Type Manager (ATM) 4.0 Lite. If both ATM Lite and Apple LaserWriter 8.4.x are installed, the system will return the error, "Type 11" when you select the Apple LaserWriter 8.4.x printer driver and click Setup in the Chooser. NOTE: System 7.6 automatically installs LaserWriter 8.4.2.

To prevent the error:

Use the Apple LaserWriter 8.3.x printer driver or Adobe's PSPrinter 8.3.x printer driver. Adobe's PSPrinter 8.3.1 printer driver is included on the Acrobat 3.0 CD-ROM. To install the driver, double-click the Installer file, located in the Drivers folder. NOTE: Do not double-click the PSPrinter Install file. OR: Upgrade to ATM 4.0 Deluxe.option, then click OK.

CHAPTER

4

Searching Strategies & Components



Developing Search Criteria

The following text provides information on searching the *GPO Access* WAIS databases, and supplies searching information which includes boolean operators, basic search procedures, sample searches, stopwords, and search results.

Boolean Operators

The boolean operators, OR, AND, NOT, and ADJ aid in establishing logical relationships between concepts expressed in a natural language query. The boolean operators are used to make searches more specific.

Note: These words must be capitalized when using the NSWAIS or WAIS client or they are considered stopwords and as a result are treated as the default *OR*. A search for *lyme and disease* will be treated as if it had been entered as *lyme and/or disease*. These operators do NOT have to be capitalized when searching via the Web.

OR

The OR boolean operator is the default operator for the WAIS service. It is often used to join two different phrases of a boolean search. A question such as *transportation OR highway* results in documents containing either the word *transportation*, or the word *highway*, or both. The relevance ranking feature will give a higher ranking to documents containing all the requested words, but all documents containing any of the words will be retrieved.

AND

The AND operator is helpful in restricting a search when a particular pair of terms is known. For instance, a query such as *weather AND aviation* returns only those documents that contain both words.

NOT

The NOT operator is used to reject any documents that contain certain words. For instance, the question *education NOT secondary* results in documents containing the word *education* that do not contain the word *secondary*.

ADJ

The adjacent operator ADJ is used to ensure that one word is followed by another in the returned document. For example, the search *lead ADJ paint* returns documents with the phrase "lead paint" or documents with the words "lead" and "paint" within 20 characters after lead. Note: the WAIS server will not change word order.

Note: The ADJ operator retrieves not only documents where the words are immediately adjacent, but also those where the words are separated by up to 20 characters. For example, the search lead ADJ paint ("lead paint") results in documents with the phrase "lead paint" or the words "lead-based paint". The documents with the exact phrase "lead paint" will be assigned a higher relevance ranking than those with the phrase "lead-based paint".

Quotation Marks and Multiple Boolean Operators

Quotation marks can be used instead of the boolean operator ADJ when developing a phrase for the search criteria. For example, you can type "Government Printing Office" instead of Government ADJ Printing ADJ Office. (The boolean operator ADJ is still functional if preferred.)

You can use quotation marks in combination with boolean language. Complex queries can be constructed using multiple boolean operators. For clarity, parentheses should be used to group sections of the query and ensure that the WAIS server parses the query as intended; for example: "Department of Education" AND ("bilingual education" OR "foreign language") AND (Grants OR "cooperative agreements").

Without parentheses, the WAIS server will first process the phrases, then the AND operators and then the OR operators, resulting in a query that would read as follows: ("Department of Education" AND "bilingual education") OR ("foreign language" AND grants) OR "cooperative agreements". A test of these searches in the *Federal Register* database in June 1995, retrieved 39 documents from the first search and 399 from the second search. In this instance, the relevance ranking feature assigned the highest ranking to the same two documents from each search since they contain all of the requested phrases. However, it is best not to rely on the relevance ranking to interpret the intent of a query.

Truncation

The asterisk (*) can be used to truncate words. This function can only be used to find alternative suffixes of words - not prefixes. For example, searching for the string libr* will find documents with the word(s) library, library's, librarian, libraries, etc.

Default Stopword List

The following words make up the “default stopwords list” used on the databases available through *GPO Access*. Stopwords are words which occur so frequently that they are not useful for distinguishing one document from another. Since they aren’t useful for searching, they are not indexed. Stopwords that are included in queries are ignored, so a search for “*department of education*” will retrieve the same results as a search for “*department education*” or *department ADJ education*.

all	herewith	therein
also	him	thereof
an	his	therewith
and	however	these
any	i.e.	they
are	into	this
as	is	those
at	it	thus
be	its	to
because	me	too
been	not	unto
could	of	us
did	on	very
do	or	viz.
does	our	was
e.g.	nor	we
ever	she	were
from	really	what
had	should	where
hardly	so	when
has	some	whereby
have	such	whether
having	than	which
hence	that	who
her	the	whom
here	their	whose
hereby	them	why
herein	then	with
hereof	there	would
hereon	thereby	you
hereto	therefore	

Relevance Ranking and Document Score

The WAIS server automatically displays the results from each search using relevance ranking. The most relevant document will appear first with a rank of 1,000. The least relevant will appear with a score of 1. The decrease in the score should be gradual unless you are not sure of the exact terminology. Relevance is computed based on the following:

Word Weight

Word weight depends on where the word is found in the document. A word is rated highest if it appears in the headline/title, unless the word appears in all capital letters or if the first letter of the word is capitalized. A word has the least weight if it appears only in the text of a document.

Term Weight

Term weight is based on the frequency of occurrence of a word over all documents in the database. Words that occur frequently throughout the database are not weighted as highly as the words that appear less frequently. Very common words are either ignored or devalued in the scoring.

Phrase Matching

A higher weight is assigned to a document containing the identical phrase in the query. For example, if you were searching for "lead paint", documents with the phrase "lead paint" would have a higher relevance ranking than documents with the phrase "lead-based paint".

Proximity Relationship

Words in a query that are located close together in a document are given a higher weight than those found farther apart. Remember the use of quotation marks and/or the ADJ boolean operator will retrieve documents which not only have the words next to each other but those that are within 20 characters as well. For example searching for the phrase "lead paint" will return documents with the phrases, "lead paint" and "lead-based paint", and "lead-based type paint".

Word Density

The ratio of the frequency at which a queried word appears in a document to the size of the document. For this reason, it is very important to look at the size of the file when comparing the relevance ranking of documents.

Note: As a general rule, the score of documents should decrease gradually. Usually results with a score under 500 are not extremely relevant to your search criteria. As a result, you may wish to ignore these results unless you are not exactly sure of the terminology (i.e. "lead paint" vs. "lead-based paint").

Maximum Responses

The default settings for SWAIS and for the WAIS and Web client software is to return 40 responses to a query. The number of documents to be retrieved can be changed up to a maximum of 350. However, the higher the number of documents to be retrieved, the longer it will take to get search results. To locate a larger number of documents, you will need to change the setting. On the *GPO Access* Web Searching Pages a box is provided in which you may change the number of documents returned.

Identification Codes

The WAIS server generates an identification code which is unique to each database in the *Search Results List*. The identification code's purpose is merely to identify the database. Identification codes are especially useful when searching multiple databases, however, even with a single database search, the identification code assists the user in differentiating between dates and segments of the database.

Since the WAIS server ranks the documents by relevance, rather than in chronological order (or reverse chronological order), the ID code allows you to differentiate between documents easily.

Usually these ID codes are NOT terms residing in the actual text of the document and as a result are not searchable.

Identification codes from three *GPO Access* databases follow.

★ ***Federal Register* - fr02fe98N**

In this example, fr stands for *Federal Register*, 02fe96 stands for the date of February 2, 1998 and N stands for the Notices Section.

★ ***Congressional Record* - cr31ja98H**

In this example, cr stands for the *Congressional Record*, 31ja98 stands for the date of January 31, 1998 and H stands for House pages.

★ ***Congressional Bills* - S. 1578 (is)**

In this example, S. 1578 is the bill number and (is) stands for "Introduced in Senate".

Query Report

Each *Search Results List* includes as the final document a "Query Report" with a score of 1 at the end of the results list. This document can be viewed to determine how a query was parsed, the speed of the retrieval, the number of words in the database that conformed to the search request, the total number of relevant documents identified, and the fields in the database.

Structural Enhancements/1,000 Point Document

The system may be taken off-line periodically for upgrades and structural enhancements. When re-indexing occurs in a database, you will receive an online message in the search results list in the form of a 1,000 point hit, stating which database is affected and the approximate time it will be back online. These messages are also used to announce new databases, applications and features. Some are also permanent catalogs. They will always appear as the first document in the search results list.

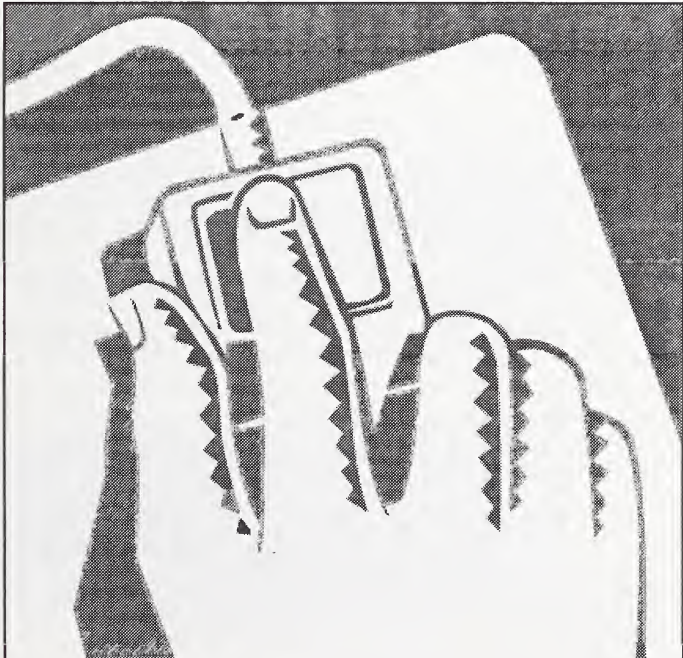
The notices placed online noting system changes and enhancements will not affect your search. As a result two documents with a score of 1,000 will appear.

Copyright Information and User Accountability

Neither the Government Printing Office nor the United States Government will be held liable for any damages resulting from the authorized or unauthorized use of the data and information offered through the *GPO Access* WAIS system. In general, information provided online via *GPO Access* is uncopyrighted Government information and there are no restrictions on the republication or other reproduction of the material. When copyrighted material appears in any of the databases a copyright statement will appear in the specific document, and will apply only to the copyrighted material.

The *GPO Access* Service is intended for research and reference purposes ONLY. It supports searches resulting in the identification and retrieval of individual documents. The service is NOT intended for wholesale or systematic downloading.

Searching Databases Online via *GPO Access*



Learning the Basics

All of the databases available online via *GPO Access* have been constructed in a similar fashion and utilize the same searching concepts. As a result, you can employ the same searching techniques for all of the databases. This chapter is broken down into sections which contain the most commonly performed searches from our most popular databases. These searches will teach you the fundamentals of searching via *GPO Access*. There are many ways to search for the same information, however, we have found the following searches are the most consistent and effective.

Note: Because the content of each database is unique, some databases allow you to perform fielded searches to help make the search more specific.

Federal Register

Content

The *Federal Register* is published by the Office of the *Federal Register* (OFR), U.S. National Archives and Records Administration (NARA). It is the official publication for Presidential Documents and Executive Orders, as well as Notices, Rules and Proposed Rules from Federal agencies and organizations. The *Federal Register* is published Monday through Friday, except Federal holidays. The 1998 *Federal Register* database is updated daily by 6 a.m.. *Federal Register* documents are available as ASCII text and Adobe Acrobat Portable Document Format (PDF) files.

Note: The Unified Agenda, also known as the Semi-Annual Regulatory Agenda, is published in the *Federal Register* twice a year. It is available as a separate database online via *GPO Access*.

Fields

Fields in the *Federal Register* databases online via *GPO Access* are:

Issue Date:	date	Sunshine Act Meetings:	sunshine
Section Name:	section	Presidential Documents:	presidential
Rules and Regulations:	rules	Contents:	contents
Proposed Rules:	proposed	Reader Aids:	reader
Notices:	notices	Corrections:	corrections

When searching via SWAIS (dial-in or telnet session) or a WAIS client, a field can be searched by typing the field name, followed by an equals sign (=), followed by the term or terms that are sought. Numeric fields, such as the date field, can use the greater than (>) and less than (<) symbols to search a range of numbers. Similarly, when searching via the World Wide Web, you may type in the field name, followed by an equals sign (=), followed by the term(s) sought or link to the ADVANCED searching pages which contain established fields. All queries that do not specify a field search the entire database.

Searches

Table of Contents

Query: section=contents AND date=2/2/98
Result: fr2fe98C CONTENTS

This search retrieves the *Federal Register* Table of Contents for a specific date. This date can be changed as needed. This query will retrieve documents from the contents section that were published in the *Federal Register* for February 2, 1998. If a date is used by itself, the database will list all documents with that date, regardless of the subject matter.

Note: Links to the current Table of Contents in PDF and HTML format are available from the ***Federal Register*** Specialized Page. The HTML version provides direct links to the articles cited in the Table of Contents. Links to HTML files of this year's *FR* Table of Contents are also available. You only need to perform the search above when looking for the Table of Contents in previous years' issues of the *FR*.

Agency

Query: "department of transportation" AND safety
Alternative: department ADJ transportation AND safety
Result: fr26ja98R Federal Motor Vehicle Safety Standards; Occupant
fr26ja98R Federal Motor Vehicle Safety Standards; Reflecting

This search retrieves documents based on the name of the issuing agency. Usually the agency name search should be modified by a date or a subject to make the search more specific. The use of acronyms is not recommended.

Subject

Query: "lead paint"
Alternative: lead ADJ paint
Result: fr16ja98N Federal Property Suitable for Facilities to
fr21ja98N Amendments to Real Estate Settlement..

This search demonstrates the functioning of the ADJ operator (or use of a phrase in quotation marks) and the value of the relevance ranking feature. Although the search specifies the phrase "lead paint" (lead ADJ paint), the results include documents with the term lead-based paint as well.

Note: The ADJ operator retrieves not only documents where words are immediately adjacent, but also those where the words are separated by up to 20 characters.

Relevance is computed based on several factors, including the occurrence of the search terms in the document title, the frequency of the terms as a percentage of the total document size and conformance with the exact search phrasing. In the sample search, the first document retrieved contains both phrases "lead paint" and "lead-based paint" the second document does not contain the phrase "lead paint" (just lead-based paint) but still is retrieved due to the 20 character proximity rule.

Final and Proposed Rules

Query: rules="food additives"
Result: fr23ja98R Indirect Food Additives: Adhesives and ...
fr07ja98R Glutamic Acid;Pesticide Tolerance Exemp...

This search retrieves final rules on a specific subject in the 1998 *Federal Register* database online via *GPO Access*. This query will retrieve documents that are in the Rules and Regulations section of the *Federal Register* that contain the phrase "food additives". Substituting the field "proposed" for "rules" would limit the search to Proposed Rules on that subject. The query section=rules AND date=2/2/98 will retrieve rules on that date, regardless of the subject.

**CFR Part
Number**

Query: "47 cfr part 1"
Result: fr06ja98P Fees for Ancillary or Supplementary Use...
fr15ja98R Competitive Bidding Proceeding

This search retrieves a *Federal Register* Document based on the CFR part affected by the rule or proposed rule. It is necessary to include the word "part" in order to limit the query to the introductory material in each document that references the affected parts.

Note: The Summary can be viewed to determine the relevance of the listed documents before viewing or saving the full document. This is particularly useful for large documents.

**List of
Parts
Affected**

Query: "parts affected" AND date=2/2/98
Result: fr2fe98C CFR PARTS AFFECTED IN THIS ISSUE
fr02fe98A Reader Aids

This search retrieves the list of CFR parts affected that appear in each issue of the *Federal Register*. The first entry is the list that identifies only CFR parts affected by the issue of February 2nd. The second entry includes the cumulative list of parts affected during the entire month of February.

Note: The List of Sections Affected (LSA) is a separate publication and is not available online.

Page	Query:	"page 3063"
Number	Results:	fr21ja98P Executive Branch Financial Disclosure, fr21ja98P General Administrative Regulations;

This search retrieves notices that appear, in whole or in part, on page 3063 and can be identified with the legal citation 63 FR 3063 (January 21, 1998). The inclusive page numbers for each document are included in the heading at the top of each document. For documents that include a page break, the page numbers appear in the text in the format [[Page 3063]]. The page number is placed between the last word from the previous page and the first word from the specified page, even if that places the page number in the middle of a sentence.

Note: Page numbers do not appear in the 1994 *Federal Register* database, except in the Contents and List of CFR Parts Affected. Instructions for searching by page number in the 1994 database are as follows:

If you have a *Federal Register* citation from 1994, you must perform a two step search. First search by date and/or page number and retrieve the Contents. From the Contents you can identify the article and select significant words for a second search. For example, if you have a citation for 59 FR 37929 (July 26, 1994), search the 1994 *Federal Register* database for contents AND "register July 26" to retrieve the Contents for July 26, 1994. View or print the text of the Contents. If viewing with the WinWAIS/MacWAIS client software, use the FIND command in the text viewer to search for the page number (37929). If using SWAIS, use a slash followed by the page number (/37929) to skip to the line containing that number. The Contents entry is:

Animal and Plant Health Inspection Service
RULES
Plant-related quarantine, domestic:
Oriental fruit fly, 37929-37930.

Read the entry, select key words, and modify the initial search to "fruit fly" AND date=7/26/94. This will retrieve the specific document (as well as the table of contents). Alternatively, you can do an initial search for the page number, 37929. This will retrieve the Contents and List of CFR Parts Affected for July 26. Viewing the list of CFR parts shows that page 37929 modifies 7 CFR Part 301. You can then do a search for "7 cfr part 301". You can add the date if you wish to limit the search, or merely select the article with the prefix fr26jy94 from the search results.

The Code of Federal Regulations

Content

The Code of Federal Regulations (CFR) is a codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government. The CFR online is a joint project authorized by the publisher, the National Archives and Records Administration's Office of the Federal Register, and the Government Printing Office (GPO) to provide the public with enhanced access to Government information.

The CFR is divided into 50 titles which represent broad areas subject to Federal regulation. Each title is divided into chapters which usually bear the name of the issuing agency. Each chapter is further subdivided into parts covering specific regulatory areas. Large parts may be subdivided into subparts. All parts are organized in sections, and most citations to the CFR will be provided at the section level. Each volume of the CFR is revised once each calendar year and issued on a quarterly basis approximately as follows:

Title 1 through Title 16.....	as of January 1
Title 17 through Title 27.....	as of April 1
Title 28 through Title 41.....	as of July 1
Title 42 through Title 50.....	as of October 1

CFR volumes are added to the online service concurrent with the release of the paper editions. When revised CFR volumes are added, the prior editions will remain on *GPO Access* as a historical set. Refer to the page, "Search your choice of CFR titles and/or volumes," for an up-to-date listing of titles and volumes available in current and historical editions.

CFR volumes appear online as WAIS databases, accessible through the World Wide Web, with WAIS client software, or via telnet or dial-in access. Documents may be retrieved in Adobe Portable Document Format (PDF), or in ASCII text format.

GPO Access provides the user with a number of different ways to find CFR information online.

The link, "[Search the entire set of CFR databases by keyword](#)," enables you to search all 50 titles. This option is particularly useful if you do not have any idea what title to search. However, because you are searching all 50 titles, this search will take a few minutes to process. (This function searches the most recent volumes).

Note: In the CFR database documents are broken down by section, part and subpart. As a result for every one hit, you will get three hits.

If you know the CFR citation (title and section) you can take advantage of the "retrieval function" by using the "[Retrieve available CFR sections by citation](#)" link. This provides you with the capability to execute a very specific search and immediately retrieve the document in PDF or ASCII text format. (This function allows you to search the most recent and/or historical volumes).

The link, "[Search your choice of CFR titles and/or volumes](#)," enables you to limit the search to one or more titles and/or volumes. A table is provided which lists the subject of each title and allows you to choose current or historical versions. Because this option allows you to limit your search, you will get a very specific search results list that will appear more quickly than if you search all the CFR titles. (This function allows you to search the most recent and/or historical volumes).

Below is an illustration of the page titled "Code of Federal Regulations". The URL is: <http://www.access.gpo.gov/nara/cfr/index.html>



National Archives and Records Administration

code of federal regulations

Code of Federal Regulations	Federal Register	Privacy Act Issuances	Public Laws	US Government Manual	Weekly Compilation of Presidential Documents	US Congress Information	GPO Access Search Page
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CFR Services available online via GPO Access

[About the CFR online](#)

Provides information on how to directly link to various CFR sections from your Web site.

Allows you to search the current CFR by keyword.

[Establishing HTML links to GPO's CFR WAIS databases](#)

Allows you to search only the title(s) you specify.

[Search the entire set of CFR databases by keyword \(current data\)](#)

[Retrieve CFR sections by citation \(current and/or historical data\)](#)

Allows you to directly retrieve current or historical sections of the CFR. To use this option you must know the exact CFR citation.

[Search your choice of CFR titles and/or volumes \(current and/or historical data\)](#)

Links you to the Federal Register Page to search for updates.

[Search the Federal Register for related documents \(current and/or historical data\)](#)

Searches

Note: CFR Web Applications such as the retrieval function are discussed after the sample searches.

Subject

Query: "flectol h"
 Result: 21CFR189.220-- Sec. 189.220 Flectol H
 21CFR189-- PART 189--SUBSTANCES PROHIBITED FROM
 21CFR189--Subpart C--Substances Prohibited From.

This search demonstrates how to search the *Code of Federal Regulations* by subject matter. The search results are comprised of documents broken down by the CFR part, subpart and section where the search criteria is found. For example, if you search for "flectol h" your search results will list the part, subpart and section where the phrase "flectol h" appears.

Note: Parts contain subparts which contain sections. As a result, a part will be substantially larger than a section. (A section is the smallest segment of text.)

Agency

Query: "narcotic addicts" AND "drug enforcement administration"
 Result: 21CFR291-- PART 291--DRUGS USED FOR
 21CFR291-- PART 291--DRUGS USED FOR

This search demonstrates how to search by agency name. (It is a good idea to use a subject in conjunction with the agency's name to limit the number of documents in the search results list.) If the part you are searching has subparts, (in this case 21CFR PART 291) the Table of Contents will appear with its corresponding part's title but with a different file size and the label "Table of Contents". (For example, 21CFR291- - PART 291--DRUGS USED FOR TREATMENT OF NARCOTIC ADDICTS--Table of Contents).

CFR

Query: "20CFR404.1576"

Citation

Result: 20CFR404.1576-- Sec. 404.1576 Impairment-related work

This search demonstrates how to search for a CFR citation. In order to retrieve the most specific search results possible, the citation should be surrounded by quotation marks. In addition, the citation should have no spaces.

Note: If you have the full citation, using the retrieval application is recommended.

CFR Applications Online via *GPO Access*

Select and Search Available CFR Titles or Volumes

Maximum Number of Documents:

120

Enter Search Terms
here.

Search Terms:

CONTINUE

CLEAR

Available CFR Titles on *GPO Access*

Title		Revision Date		
		(Unless noted, all parts for a given year are available)		
		1998	1997	1996
Title 1	General Provisions	<input type="checkbox"/> Feb. 1, 1998	<input type="checkbox"/> Feb. 1, 1998	<input type="checkbox"/> Feb. 1, 1998
Title 2	[Reserved]	<input type="checkbox"/> Feb. 1, 1998	<input type="checkbox"/> Feb. 1, 1998	<input type="checkbox"/> Feb. 1, 1998
Title 3	The President	<input type="checkbox"/> Feb. 1, 1998	<input type="checkbox"/> Feb. 1, 1998	<input type="checkbox"/> Feb. 1, 1998
Title 4	Accounts	<input type="checkbox"/> Feb. 1, 1998	<input type="checkbox"/> Feb. 1, 1998	<input type="checkbox"/> Feb. 1, 1998
Title 5	Administrative Personnel	<input type="checkbox"/> Feb. 1, 1998	<input type="checkbox"/> Feb. 1, 1998	<input type="checkbox"/> Feb. 1, 1998
Title 6	[Reserved]	<input type="checkbox"/> Feb. 1, 1998	<input type="checkbox"/> Feb. 1, 1998	<input type="checkbox"/> Feb. 1, 1998

If a volume is reserved it means that an agency is reserving that section for future use.

Click on the boxes to search multiple title and/or years for each title you wish to search.

If you want to search one issue click on the link for the issue you wish to search.

Note: If you are not sure of the title in which you need to search, simply select the titles with title subject matter that pertains to the subject you are looking for. The titles of each CFR are listed in the chart.

Once you have selected the title(s) you wish to search, a customized search screen is provided that allows you to select one or more parts, you wish to search. If you select more than one title from the previous page (or two years of the same title), two tables will be provided. In the following example, the user selected only title 20.

Title	Volume	Chapter	Parts	Regulatory Entity	Online as of
<input type="checkbox"/> Title 20 Employees' Benefits <i>Revised April 1, 1997</i>	<input type="checkbox"/> 1	I	1-199	Office of Workers Compensation, Programs, Dept. of Labor	6/24/97
		II	200-399	Railroad Retirement Board	
	<input type="checkbox"/> 2	III	400-499	Social Security Administration	9/18/97

If this box is checked you will search the ENTIRE title. To limit your search to a specific part(s) deselect this box and select the appropriate volume(s).

Click here to search a specific volume. Note: You can select multiple volumes.

Dates are provided so you know exactly when the data was released online.

Retrieve Files by CFR Citation

If you already know the exact CFR citation you will be able to retrieve a CFR citation by filling out the form below: **YOU MUST FILL IN ALL BOXES IN THE CITATION: title, part, and section OR title, part, and subpart.**

FOR EXAMPLE: 20 CFR 404 . 1085

REVISION YEAR	TITLE	PART	SECTION	SUBPART	TYPE OF FILE
<input type="text" value="Most Recent Available"/>	<input type="text" value="CFR"/>	<input type="text" value="404"/>	<input type="text" value="1085"/>	<input type="text" value="OR"/>	<input type="text" value="Text"/>

Pull-down box allows you to chose the year you wish to search.

Type in the exact CFR citation you want to retrieve. All boxes must be filled in.

Pull-down box allows you to chose the the file type (Text, PDF, or Summary).

Congressional Record

Content

The *Congressional Record* (CR) is the verbatim record of the proceedings and debates of the United States Congress. It is published daily when Congress is in session. The 1998 *Congressional Record* database is usually updated by 11 a.m., except when a late adjournment delays production of the daily issue. Each CR document is available as an ASCII text file and as a PDF file.

Fields

The fields in the *Congressional Record* database are:

Issue Date:	date	Section Name:	section
Daily Digest Pages:	digest	House Pages:	house
Senate Pages:	senate	Extensions of Remarks:	extensions

When searching via SWAIS or a WAIS client, a field can be searched by typing the field name, followed by an equals sign (=), followed by the term(s) sought. You can use the greater than (>) and less than (<) symbols to search a range of numbers or dates. Similarly, when searching via the World Wide Web, you may type in the field name, followed by an equals sign (=), followed by the term(s) sought or link to the ADVANCED searching pages which contain established fields. All queries that do not specify a field search the entire database.

Searches

Senator's Name

Query: robb and ("international trade" or commerce) and
date=2/1/98 TO 2/6/98
Results: cr04fe98S RONALD REAGAN WASHINGTON
cr05fe98S INTERNATIONAL TRADE INITIATIVES

This search retrieves 1998 *Congressional Record* documents mentioning a senator by name and demonstrates the use of multiple boolean operators (ADJ, AND, OR, NOT) in a single query. The list of documents in the search results does not differentiate if the senator spoke or was spoken about. To identify a senator when speaking, after retrieving a document, search for the senator's name in all capital letters using the FIND command in the browser or Acrobat Reader. If viewing with the WinWAIS or MacWAIS client software, use the FIND command in the text viewer to search for the name.

Note: In the *Congressional Record*, a Senator is identified as Mr., Mrs., or Ms., not as Senator. (The name will always appear in all capital letters and positioned flush left when the Senator is speaking.)

Bill Query: "h.r.429"
Number Alternative: "h r 429"
Result: cr03fe98H REPORTS OF COMMITTEES ON PUBLIC BILLS
cr03fe98H HOUSE OF REPRESENTATIVES

This search retrieves the 1998 *Congressional Record* documents referencing the bill H.R. 429. The bill number may be typed with or without the punctuation; however, a bill number such as H.R. 429 must be entered with a space between H and R , i.e. "h r 429", if no punctuation is used.

Note The results list presents the documents in relevance ranked order, not chronological order.

Date Query: "global warming" and date=1/28/98
Result: cr28ja98S Climate Related Changes

This search retrieves 1998 *Congressional Record* documents mentioning "global warming" published on a specific date. If a date is used by itself, the database will list all documents with that date, even if the documents vary in subject matter. *GPO Access* also supports date ranging. The query "global warming" AND date>1/28/98 will retrieve all documents mentioning "global warming" published after January 28, 1998. The query "global warming" AND date=1/28/98 TO 2/10/98 will retrieve all documents mentioning "global warming" published between January 28 and February 10, 1998.

Note: There is no date field in the 1994 *Congressional Record* database. To retrieve a document published on February 6, 1994, add the phrase *AND record february 6* to the query.

**Daily
Digest**

Query: section=digest AND date=1/29/98
Result: cr29ja98D HOUSE OF REPRESENTATIVES
cr29ja98D COMMITTEE MEETINGS FOR FRIDAY

This search retrieves the *Daily Digest* documents for a specific date. The *Daily Digest* provides a summary of chamber actions and other activities of the Congress. When both chambers are in session, the *Daily Digest* is presented in two parts, one for the House and one for the Senate. The Senate part is entitled *Daily Digest*. The House part is entitled (House of Representatives.) Additional information, including front matter and meeting schedules, will appear as separate documents.

Note: The *Daily Digest* of the current issue of the *Congressional Record* is available for direct download in both ASCII text and PDF formats.

**Rollcall
Votes**

Query: "rollcall vote no" AND nomination AND
date=1/20/97 TO 1/24/97
Result: cr22ja97S NOMINATION OF MADELEINE KORBEL
cr22ja97S NOMINATION OF WILLIAM COHEN OF

This search retrieves *Congressional Record* documents from January 20 through January 24, 1997 that include a rollcall vote and mention the word nomination. If a specific rollcall vote number is known, you can search for it with the phrase "rollcall vote no 7," for example, omitting the subject and date.

Note: When searching using dates, the Web interface provides an easy to understand interface which uses radio buttons labeled as On, Before, and After. In the client you must use the less-than and greater-than signs.

**Lobby
List**

Query: "lobby list" AND date<3/1/96
Result: II29fe96H [Lobby List: Late Reports, 3d Qtr 1995]

This search retrieves the Lobby List documents published prior to March 1, 1996. The list identifies individuals and organizations who lobby the Congress and the clientele that they represent. It is based on disclosure forms filed with the Clerk of the House and Secretary of the Senate and is published in the *Congressional Record* quarterly, usually in February, May, August, and November. The three sections are the Registrations, Quarterly Reports for the most recent quarter and the Quarterly Reports from the prior quarter that were received too late for inclusion in the earlier Lobby List.

**CR
Citation**

Query: "page S238"
Result: cr29ja98S NATIONAL RADIO MONTH
cr29ja98S UNIVERSITY OF SOUTH DAKOTA MEN'S CROSS...
cr29ja98S TRIBUTE TO PAUL HOLLOWAY ON BECOMING...

The above search retrieves the *Congressional Record* documents with the citation S238 (January 29, 1998). The letter "S" refers to a "Senate" page. If the letter "H" preceded the number, it would reference a "house" page. Page numbers appear in the document header in the format [Page S237-S238] and in the text in the format [[Page S238]]. In text format individual page numbers are placed between the last word from the previous page and the first word from the specified page, even if that places the page number in the middle of a sentence. Page numbers do not appear in the 1994 *Congressional Record* database.

Note: The *Congressional Record* (CR) publication is the verbatim record of the proceedings and debates of the United States Congress. As a result, the date of the publication refers to the day in which the proceedings were recorded; NOT the day of delivery. For example, the CR you would receive on February 10 has an issue date of February 9; the day the proceedings and debates occurred.

Congressional Record Index

Content

The *Congressional Record Index* (CRI) is a publication of the Joint Committee on Printing, Congress of the United States. It is published biweekly when Congress is in session and indexes the daily issues of the *Congressional Record*; however the online version is updated daily. The *GPO Access* service offers access to the CRI from 1983 forward. Each Index entry for the current year refers to a *Congressional Record* page number and the date of the daily issue in the format S1234 [19JA]. Each issue of the Index has two parts: the Index proper which lists individuals, organizations and other topics mentioned in the *Congressional Record*, and the *History of Bills*, which lists legislative actions reported in the *Congressional Record*. The two parts are available online as separate databases. The current volume of the *Congressional Record Index* is usually updated the day after publication of the *Congressional Record*. Documents are available in text format only.

Searches

Senator by Name	Query:	young ADJ don OR young ADJ donald
	Alternative:	"young don" OR "young donald"
	Alternative:	young ADJ (don OR donald)
	Results:	cri98 YOUNG, DON (a Representative from Alaska)

This search demonstrates the correct phrasing for retrieving a *Congressional Record Index* document using a Senator's name. Both Don and Donald should be used if the preferred form of Senator Young's first name is not known. A phrase may be entered surrounded by quotation marks (" ") or with each searchable word within a phrase separated by the ADJ operator.

NOTE: The Index entry arranges the name with the last name first, so a search for "don young" will not retrieve Mr. Young's record. It *may* result in finding other index entries which mention Mr. Young.

Bill Number	Query:	"h.r. 335"
	Alternative:	"h r 335"
	Result:	H.R. 335 (ih) To establish the Commission on Future...

This search demonstrates the correct phrasing to retrieve a Congressional Bill by number. The bill number may be typed with or without the punctuation; however, a bill number such as H.R. 335 must be entered with a space between H and R, i.e. "h r 335", if no punctuation is used.

**Executive
Comm. To
Congress**

Query: "executive communications"
Result: cri98 EXECUTIVE COMMUNICATIONS

This search demonstrates the correct phrasing for retrieving the *Congressional Record Index* document listing all Executive Communications to the Congress. Each transmittal is listed by the issuing agency and includes the report title or description, followed by the *Congressional Record* page number, executive communication number and date in the format S 34 (Ec3613) [24JA].

**Prominent
Individual**

Query: "vice president" AND gore
Result: cri98 VICE PRESIDENT OF THE UNITED STATES (Albert
cri97 VICE PRESIDENT OF THE UNITED STATES (Albert

This search demonstrates the correct phrasing for retrieving *Congressional Record Index* documents about Albert Gore, Jr. in the 1997 and 1998 *Congressional Record Index*. Unlike other personal name entries, the President and Vice President are listed by title, with the names appearing parenthetically, so a search for gore ADJ (Al or Albert) would not retrieve these entries. Former Presidents can be retrieved by name, so "reagan ronald" will retrieve the entries for REAGAN, RONALD (40th president of the United States). However, a search for "albright madeleine" will retrieve a cross reference to SECRETARY OF STATE (Madeleine Korbelt Albright).

Query : gingrich AND "speaker of the house"
Alternative: gingrich AND "speaker house"
Result: cri96 GINGRICH, NEWT (a Congressman from Georgia)
cri97 SPEAKER OF THE HOUSE

If an individual has a title, and you are uncertain how it is treated in the Index, it is best to search for both the name and the title. For example, the search gingrich AND "speaker of the house" in the 1995 Index will retrieve the entries for GINGRICH, NEWT (a Congressman from Georgia) and SPEAKER OF THE HOUSE. The stopwords *of* and *the* may be omitted from the phrase "speaker of the house" without affecting the search results.

Congressional Bills

Content

The Congressional Bills database contains all published versions of each bill from the specified Congress. Congressional Bills are available from the 103d Congress forward. The database for the current Congress is updated daily when Congress authorizes publication of a new version of a bill. Bills are available as ASCII text and as Adobe Acrobat Portable Document Format (PDF) files.

Searches

Bill

Number

Query:	"h.r.2083"
Alternative:	"h r 2083"
Result:	H.R. 2083 (ih) To prohibit the shipment of pent... [Introduced in House]

This search demonstrates the correct phrasing to retrieve a Congressional Bill by number. The bill number may be typed with or without the punctuation; however, a bill number such as H.R. 2083 must be entered with a space between H and R, i.e. "h r 2083", if no punctuation is used.

NOTE: The results list presents the bills in relevance ranked order, not chronological order.

Subject

Query:	"juvenile crime"
Alternative:	juvenile ADJ crime
Result:	S362 (is) To deter and punish serious gang and violent [Introduced in Senate] H.R. 810 (ih) To deter and punish serious gang and violent [Introduced in House]

This search demonstrates the use of boolean operators (AND, OR, NOT, ADJ) in a query. This query retrieves bills that include the phrase "juvenile crime" (which can also be entered as juvenile ADJ crime).

**Tagging of
Deleted
Text**

Query: environment and "native american"
Results: S. 399 (rs) To amend the Morris K. Udall Scholarship-
[Reported in Senate]
H.R. 1381(ih) To amend the Morris K. Udall
Introduced in House]

This search retrieves the version of S. 339 that was reported in Senate (rs) and includes deleted text. The Acrobat PDF files display and print the typeset bills, including canceled type for deleted text, exactly as they appear in the printed form. In the ASCII text files for the 104th Congress forward, canceled type is identified with the tag <DELETED> preceding the deleted text and the tag </DELETED> following the deleted text. When multiple paragraphs have been deleted, the tags will appear at the beginning and end of each deleted paragraph. In the ASCII text files for the 103d Congress, canceled type is identified by the insertion of a dash (-) before each canceled character.

NOTE: The number one hit/1,000 point document which will appear in the search results list is a document called "Line-item Veto and Congressional Bills Glossary". This and lists and describes the different versions of bills available in this database. Only bills that the Secretary of the Senate and Clerk of the House request GPO to print are included in the database.

Note: Documents in the Bills Search Results list appear in relevance ranked order. If you want to see the legislative history of a bill use the *History of Bills* database.

History of Bills

Content

The Congressional Bills databases contain only the text of the published bills. Additional useful information that does not appear in the text of the bill itself may be found in the *History of Bills* (HOB) databases. The *History of Bills* is part of the *Congressional Record Index*. As such it covers only actions on a bill that are reported in the *Congressional Record*. The *GPO Access* service offers access to the HOB from 1983 forward. The databases are cumulative from the beginning of each session. A typical entry includes the bill number, title, summary, sponsors and co-sponsors, and a chronological list of actions on the bill, each referencing the CR page number and date when the action is reported.

Searches

Subject and Sponsor

Query:	"national parks" AND boxer
Alternative:	national ADJ parks AND boxer
Result:	hob97 S. 500 - A bill to authorize emergency...

This search retrieves the 1997 *History of Bills* entry for the National Parks and Recreation bill introduced by Ms. Boxer. It summarizes the purpose of the bill and identifies additional sponsors and cosponsors. It also reports actions taken on the bill as reported in the *Congressional Record*. All references are to the *Congressional Record* page number and date when the action was reported.

Note: A cumulative listing and quick reference of bill versions and abbreviations are provided in the appendix, as well as in the Helpful Hints for Searching online via *GPO Access* and the *GPO Access* User's Guide.

**Bill
Number**

Query: "h r 363"
Alternative: "h.r.363"
Result: hob97 H.R. 363- A bill to amend section 2118 of the
Emergency Policy Act..

This search retrieves the 1997 *History of Bills* entries for H.R. 363. The bill number may be typed with or without punctuation, but a query without punctuation must include a space between h and r.

**House
Report
Number**

Query: "h. rept. 105-240"
Alternative: "h rept 105-240"
Result: hob97 H.R. 2378 - A bill making appropriations for...

This search retrieves the 1997 *History of Bills* entry for an appropriations bill introduced by Mr. Kolbe and reported out of committee as House Report 105-240. The report number search may be typed with or without the punctuation.

Note: The abbreviation for House Report
in this database is H. Rept.

**Public
Law
Number**

Query: "public law 105-48"
Result: hob97 S1211—An original bill to provide...

This search retrieves the 1997 *History of Bills* entries for Public Law 105-48. The results contains the entry S.1211, which became Public Law 105-48.

Note: The phrase Public Law is not
abbreviated in this database.

Public Laws

Content

The Public Laws of the 104th and 105th Congress are prepared and published by the Office of the Federal Register (OFR), National Archives and Records Administration (NARA). Each law is first published as a slip law and then later compiled into a volume of the Statutes-at-Large. The Public Laws database contains the text of each law enacted during the 104th and 105th Congress. The database will be updated whenever the publication of a slip law is authorized by the OFR. Each law is available as an ASCII text file and as an Adobe Acrobat Portable Document Format (PDF) file.

Searches

Public	Query:	"public law 105-52"
Law	Alternative:	public ADJ law ADJ 105 ADJ 52
Number	Result:	Pub.L. 105-52 To designate the Federal building...

This search retrieves a Public Law by number (105-52). A phrase may be entered surrounded by quotation marks (" ") or with each searchable word separated by the ADJ operator.

NOTE: In this database the words Public Law are not abbreviated. In the United States Code you would search for a Public Law number using the string "pub l 104-4".

U.S. Code	Query:	"18 USC 3481"
Citation	Results:	Pub.L. 105-6 To amend title 18, United States Code

This search retrieves a Public Law by U.S. Code citation (18 USC3481). Use of the asterisk (*) at the end of the search string (18usc3481*) retrieves citations that include a subsection designation as well.

Statutes at Large **Query:** "111 stat 1320"
 Results: Pub.L. 105-62 Making appropriations for energy and

This search retrieves a Public Law by Statutes-at-Large citation (111 stat 1320).

Bill Number **Query:** "s.476"
 Alternative: "s 476"
 Result: Pub.L. 105-133 To provide for the establishment of

This search retrieves a Public Law by congressional bill number (S. 476). The bill number may be typed with or without the punctuation; however, a bill number such as S. 476 must be entered with a space between S and the number 476", if no punctuation is used.

Subject **Query:** "medical leave" AND (congress OR house OR senate OR legislative)
 Result: Pub.L. 105-55 Making appropriations for the legislative...

This search demonstrates the use of multiple boolean operators (AND, OR, NOT, ADJ) in a single query. This query will retrieve documents that include the phrase "medical leave" (medical ADJ leave) AND either the word Congress OR the word House OR the word Senate OR the word legislative.

Side Notes in the Public Laws Database

The Acrobat PDF files display and print the typeset slip laws, including all side notes, exactly as they appear in the printed form. In the ASCII text files side notes appear in the text within double angle brackets. For example, in Public Law 104-1, the short title appears as a side note in the right margin adjacent to the end of the "Be it enacted" clause. In the ASCII text file it will appear immediately following the "Be it enacted" clause, in the following format:

<<Note: Congressional Accountability Act of 1995.>>

United States Code

Content The *United States Code* is prepared and published by the Office of the Law Revision Counsel, U.S. House of Representatives. It is the codification of the general and permanent laws of the United States. The *United States Code* database contains the text of laws in effect however, any section that has been affected by laws passed includes a note indicating the public law that affected that section. This will be updated as laws are passed during the 105th Congress. Files are available in ASCII text format.

Searches

U.S. Code	Query:	2USC661*
Citation	Results:	2USC Sec. 661. Purpose 2USC Sec. 661a. Definitions

This search retrieves a U.S. Code section by citation (2 USC 661). There are no spaces in the citation. Use of the asterisk (*) retrieves subsections as well.

Note: The subsections do not appear in alphanumeric order due to the relevance ranking feature of the WAIS server software.

Public Law	Query:	"pub l 103-40"
Number	Alternative:	pub ADJ l ADJ 103 ADJ 40
	Results:	44USC Sec. 4101. Electronic directory; online access to

This search retrieves a *U.S. Code* section by Public Law number (P.L. 103-40). It also retrieves the Table of Popular Names entry referencing that Public Law number. A phrase may be entered surrounded by quotation marks (" ") or with each searchable word separated by the ADJ operator. (Note: In this database the correct abbreviation for Public Law is Pub. L.)

Congressional Calendars

Content

The House and Senate Calendars are separate databases. The Senate Calendar databases contain the current daily issue of the Senate Calendar for the 105th Congress as well as the final calendar for the 104th Congress. The Senate calendar is published daily when the Senate is in session. It contains a listing of daily Senate activities only.

The House Calendar databases contain the daily 105th Congress House Calendar and the final 104th Congress House Calendar. The House Calendar contains the history of House and Senate bills and resolutions that have been reported or considered by either house. Every Monday issue of the House Calendar contains a Subject Index. Documents are available as ASCII text and Adobe Acrobat Portable Document Format (PDF) files.

The 105th House and Senate Calendar are available as a Browseable Table or as a searchable database.

Note: If Congress is not in session on a Monday, the index will be printed either the Friday before or the next day the House is in session.

Searches

Subject

Query: trade
Results: S.Cal. (February 9) General Orders
H.Cal. (February 5) Senate Bills

The above search illustrates how to search by subject in the House and Senate Calendars from the general/simple search page.

Bill	Query:	"s 1611"
Resolution	Alternative:	"s.1611"
	Results:	S.Cal. (February 9) ENTIRE SENATE CALENDAR FOR...
		S.Cal. (February 9) Cross Index of General Orders

This search is an example of how to search by a bill or resolution number. The bill or resolution number may be typed with or without the punctuation; however, a number such as S. 1611, must be entered with a space between "s" and "1611", if no punctuation is used.

Note: If the bill has become a law, it will also be listed as a Public Law.

**Bill By
Popular
Title**

Query:	"deadbeat parents"
Results:	H.Cal. (February 3) Index of Short Titles
	H.Cal. (February 3) Index

The above search demonstrates how to find the index of short titles in the House Calendar database. The index of short titles lists the popular name of an act and its bill number. This index can be very useful to users who do not know a bill number, but know the popular name of a bill.

Note: The Index of Short Titles appears in the printed Calendar once a week. However a link to this index is always available from the House Calendar Browseable Table.

Congressional Directory

Content

The *Congressional Directory* databases contain the *Congressional Directory*, for the 104th Congress (1995-1996) forward. The *Interim Congressional Directory* contains monthly on-line updates for the current Congress. The *Congressional Directory* is prepared by the Joint Committee on Printing (JCP). Documents are available as ASCII text and Adobe Acrobat Portable Document Format (PDF) files. Graphics are omitted from the ASCII text version.

Searches

Note: The Interim Congressional Directory does not have a paper equivalent, because it is updated electronically as changes are made.

Member	Query:	"bill thomas" OR "william thomas"
	Alternative:	(bill OR william) ADJ thomas
	Result:	[Jan. '98 Interim Cong. Dir.] Joint Committees of...

This search shows how to search by member name. A member's name may not appear in the same manner throughout the directory. In this example, William Thomas appears in the Joint Committees of the Congress and Bill Thomas appears in the Standing Committees of the House. This search also demonstrates the use of parentheses in a query. You can also search for senior staff members or senior agency officials. If you want to search by member and committee name see, the search below.

Member and Committee	Query:	Feinstein AND "foreign relations"
	Result:	[Jan. '98 Interim Cong. Dir.] : Standing Committees... [Jan. '98 Interim Cong. Dir.] : California

This search results in two documents which list committees and members. The Standing Committee (of the House or Senate) is an alphabetical listing of each committee and its members. The California document contains a list of Senators from the state of California.

State**Query:** Florida**Result:** [Jan. '98 Interim Cong. Dir.]: FLORIDA

[Jan. '98 Interim Cong. Dir.]: FOREIGN DIPLOMATIC

This search provides the entire entry for the state of Florida printed in the Congressional Directory. Full bibliographies of each Senator and Representative for each district are provided, as well as office listings.

District**Query:** Kansas AND "Congressional Districts"**Result** [Jan. '98 Interim Cong. Dir.]: Kansas Congress

[Jan. '98 Interim Cong. Dir.]: Judiciary

A map of every state is provided in the directory. Each map provides Congressional Districts, county lines, shorelines etc.

Note: In the above search, the word "districts" must be plural. This particular search retrieves the map of Kansas.

Agency**Query:** "Department of Defense"**Result:** [Jan. '98 Interim Cong. Dir.] Department of Defense

This search provides an entry for the "Department of Defense" in the directory. This entry includes the names of all the officials associated with the agency, their location and office telephone numbers.

GAO Reports

Content

The GAO Reports are published by the General Accounting Office (GAO). The GAO conducts audits, surveys, investigations and evaluations of Federal programs. Their findings and recommendations are published as reports to members of Congress or delivered as testimony to Congressional committees. The GAO Reports database contains all published reports, except correspondence and reports that are restricted or classified. The database from FY 1995 forward is updated within two business days after reports are released. Each GAO Report is available as an ASCII text file and as a PDF file. The report series are identified by the initials in the report number.

Fields

Fields in the GAO Reports database online via *GPO Access* are:

Report Number:	reportnum	Report Title:	title
Report Issue Date:	date	Subject Terms:	subject
Identifiers:	identifier		

When searching via SWAIS (dial-in or telnet session) or a WAIS client, a field can be searched by typing the field name, followed by an equals sign (=), followed by the term or terms that are sought. Numeric fields, such as the date field, can use the greater than (>) and less than (<) symbols to search a range of numbers. Similarly, when searching via the World Wide Web, you may type in the field name, followed by an equals sign (=), followed by the term(s) sought or link to the ADVANCED searching page which contains established fields. All queries that do not specify a field search the entire database.

Note: After every search in the GAO Reports database you will receive GAO's Frequently Asked Questions as your number one document. This tells you how to obtain paper copies, and provides contact persons at the General Accounting Office, etc.

Searches

Report Number

Query: "HEHS-98-16"

Alternative: reportnum="HEHS 98 16"

Result: [HEHS-98-16] Alzheimer's Disease Estimates of Prevalence in

This search demonstrates the correct phrasing to retrieve a GAO Report by number. The report number may be typed with or without the punctuation; however, spaces must be inserted between segments if no punctuation is used. To identify all reports in the HEHS series, search for reportnum=hehs.

Note: The GAO control number is not included in the report number field. It does appear in the cover letter accompanying each report and can be searched using a query like "b-256567".

Subject Field

Query: child* ADJ health OR child* ADJ care OR child* ADJ abuse

Alternative:"child* health" OR "child* care" OR "child* abuse"

Result: [T-HEHS-98-40] Parental Substance Abuse: Implications for

This search demonstrates the use of multiple boolean operators (AND, OR, NOT, ADJ) in a single query. This query will retrieve GAO Reports that include the phrase "child health" (child ADJ health) OR "child care" (child ADJ care) OR "child abuse" (child ADJ abuse) somewhere in the report. A phrase may be entered surrounded by quotation marks (" ") or with each searchable word separated by the ADJ operator. Use of the asterisk (*) after the word child retrieves phrases including the word child, children or other words with the root child.

Title Field

Query: title="space station"

Result: [T-NSAID-98-54] Space Station: Cost and Control Problems

This search retrieves GAO Reports that include the phrase "space station" in the report title.

Subject	Query:	subject="illegal aliens" AND welfare
Field	Result:	[HEHS-98-30] Illegal Aliens: Extent of Welfare Benefits

This search retrieves GAO Reports that includes the phrase "illegal aliens" in the subject field and mention welfare somewhere in the document.

Date	Query:	date=1/1/98 TO 1/31/98 AND medicaid
Range	Alternative:	"january 1998" AND medicaid
	Result:	[GGD-98-52] Medicaid: Disproportionate Share Payments to

This search uses the date field and the operator TO in order to find reports on trade published between January 1 and January 31, 1998. The alternate search uses the narrative date that appears on the report cover to identify a report; the use of the date January 1998 is less accurate than the use of the date field since a report may refer to an event that occurred in January 1998 when that is not the publication date. If a date (or date range) is used by itself, the database will list all documents with that date, regardless of subject matter. When a report has no specific day of issue, the date field will contain the dates for the first and last days of the month.

Abbreviations

Abbreviations for the report series are based on the division or office performing the analysis and include:

AIMD	Accounting and Information Management Division
GGD	General Government Division
HEHS	Health, Education, and Human Services Division
HRD	Human Resources Division
NSIAD	National Security and International Affairs Division
OCG	Office of the Comptroller General
OGC	Office of the General Counsel
OIMC	Office of Information Management and Communications
OP	Office of Policy
OPP	Office of Program Planning
OSI	Office of Special Investigations
PEMD	Program Evaluation and Methodology Division
RCED	Resources, Community and Economic Development Division

The Commerce Business Daily (CBDNet)

Content

The *Commerce Business Daily* (CBD) lists notices of proposed government procurement actions, contract awards, sales of government property, and other procurement information. Each notice appears in the print CBD only once. Notices stay "active" in the CBD database online via *GPO Access* for 15 days and are then moved to an "archived" database. Each notice is available as an ASCII text and/or an HTML file. The database is updated continually.

Fields

Fields in the *Commerce Business Daily* online via *GPO Access* are:

classcod:	Classification Code	offadd:	Office Address
subject:	Subject	sol:	Solicitation Number
due:	Response Date	poc:	Point of Contact
cnt:	Award Number	amt:	Award Amount
line	Line Number	dtd:	Award Date
awardee:	Awardee	desc:	Description
linkurl:	Link URL	linkdesc:	Link Description
emailadd:	Email Address	emaildesc:	Email Description
part::	Part	subpart:	Subpart
cite:	Submission No.		

Note: The CBDNet Web application allows users to browse all active notices without performing a search. To utilize the browse function, click on the Browse CBD link on the CBD Web page.

If you perform the following sample searches you may have to use the "archive of expired notices". This is due to the fact that notices in the CBD database are only "active" for 15 days. These samples are meant to serve as examples for creating your own searches in both the "active notices" and "archive of expired notices" databases.

Searches

Subject Query: "preventive maintenance"
Results: CBD: R-- DESIGN OF PREVENTIVE MAINTENANCE...

This search demonstrates how to search the CBD by subject matter. Because you would like the words "preventive maintenance" next to each other, you surround the phrase by quotation marks. No fields were designated in this search, therefore it is a full text search and searches every field for the phrase "preventive maintenance". To search specifically the subject field simply type in: subject="preventive maintenance"

Note: When searching by an E-mail address or WWW URL, enter the entire address enclosed in quotation marks. Example: "http://www.access.gpo.gov". Similarly, when searching for an award amount, enclose the amount in quotation marks. Example: amt="50,702.30" or amt="\$50,702.30". (Use of the dollar sign is optional.)

Cite Query: cite="I-338 SN00788"
Number Result: "D-005 SN155123"
CBD: 99 -- DIGITAL TAPE RECORDING SYSTEM

This search demonstrates how agencies submitting notices can search for a notice by cite number. The cite number is the number provided as a reference after an electronic submission has been accepted. It is best to enclose the entire cite in quotation marks and include hyphens and spaces.

Solicitation
Number Query: sol= "N0010498T1276"
Results: CBD: 58--COMMUNICATION SUBSY

When searching for a specific solicitation number in the CBD, enclose the entire number in quotation marks. Remember to include all dashes and do NOT add any spaces.

Part and Subpart	Query:	part= "contract awards" AND subpart=services
	Result:	CBD:A --TURBINE ENGINE SYSTEM TECHNOLOGY
		CBD: A --TURBINE ENGINE SYSTEM TECHNOLOGY

This search demonstrates how to restrict your search to a notice type. In this example, you are searching only contract awards for services. You can choose to limit your search to any type of CBD notice.

Award Number	Query:	cnt="C-109-S"
	Result:	CBD: T--Books

This search demonstrates how to restrict your query to a specific award number. Remember to enclose the award number in quotation marks, do NOT add spaces and remember to include hyphens.

Restricting by date	Query:	due=12/30/97
	Result:	CBD: G -- VOCATIONAL COUNSELING
		CBD: S -- VIDEO CONFERENCING UNITS

This demonstrates how to restrict your search by date. In this case you are searching for all notices with a response date of 12/30/97. You can also use greater or less signs (< or >), as well as search for date ranges using the word "TO" (uppercase). Examples: due>12/30/97 or due=12/1/97 TO 1/31/98 The same technique can be used for the field award date. Example: dtd=12/30/96.

Note: Dates should be entered in MM/DD/YY format. Preceding zeros are not needed for single-digit days/months.

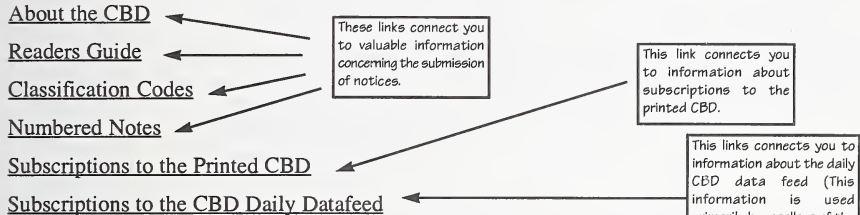
Date Posted	Query:	posted=12/29/97
	Result:	CBD:48-- VALVE REGULATI
		CBD: Z--DREDGE MOORING BASIN, JONES BEACH

Posted date is the date the notice was placed in the database, not the date the notice is printed. Notices usually appear in the printed copy two business days after their posted date (as long as they were submitted prior to 4 pm EST).

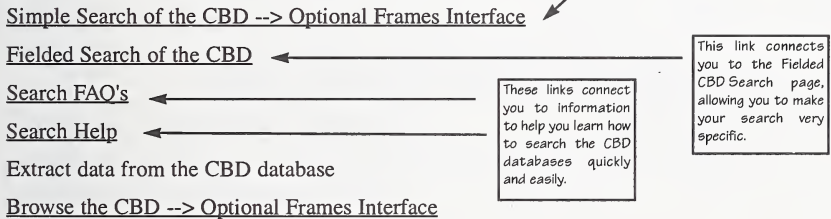
The following is an example of the Web interface of the CBDNet as well as an example of the Fielded Search Page.

Welcome to CBDNet

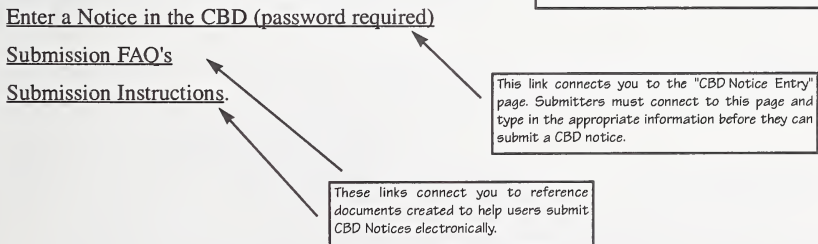
CBDNet is the official FREE online listing of Government contracting opportunities which are published in the *Commerce Business Daily*.



CBDNet - The CBD Database Online via GPO Access



Submission of Notices to the CBD



Below is an example of the CBDNet Fielded Search page on GPO Access.

Database to Search: ☐ Active Notices ☐ Archive of Notices

SUBMIT

CLEAR

You can choose which CBD database(s) to search.

FIELDS:

Click on submit button to initiate search.
Click on clear button to clear search box, and selected fields.

Full-Text of the CBD

☐

AND

☐

OR

Choose a boolean operator by clicking on the radio button.

Posted Date (Enter either a range of dates or a specific date in the format mmddyy):

Date Range: From

To

☐ On

☐ Before

☐ After

Date buttons allow you to limit your search using date(s) or date ranges.

☐ U.S. GOVERNMENT PROCUREMENTS

☐ CONTRACTS AWARDS

☐ SPECIAL NOTICES

☐ SOURCES SOUGHT

☐ SALE OF SURPLUS PROPERTY

☐ FOREIGN GOVERNMENT STANDARDS

☐

AND

☐

OR

Choose one or more part(s) to search by clicking on one or more check boxes.

Subpart

☐ SERVICES

☐ SUPPLIES, EQUIPMENT AND MATERIAL

☐

AND

☐

OR

Classification Code

Click and hold your mouse in the box to get a pull-down menu or optional classification codes to search.

CBDNet Searching FAQ's

1. How can I search for all notices from a specific geographic area?

In the office address field you can search by zip code(s) or state(s) or a combination of both. For example:

17602 or 17603 or 17604
PA or NJ or MD
17602 or PA or MD

If using the simple search page, in the search terms box, type the field name followed by the equals sign(=) followed by the zip code(s) or state(s) or a combination of both.

offadd=17602 OR 17603 OR 17604
offadd=PA OR NJ OR MD
offadd=17602 OR PA OR MD

Note: If searching by zip codes only you can also use the zip code field.

2. How do I search multiple classification codes?

You can use the simple search feature and do the following:

class=10 or 11 or 12

You can also use the fielded search page and do separate searches by using the classification code pull-down menu.

3. How do I search by zip code using 9 digits?

Enclose the 9 digit zip code in quotation marks in the zip field.

Example: "17909-1234"

If using the simple search page, in the search terms box, type the field name followed by the equals sign (=) followed by the zip code surrounded in quotation marks.

Example: zip= "17909-1234"

4. How can I save my search and perform it on a daily basis?

When searching via the Web you cannot save your search string. However, if you use WAIS client software to perform your searches, you can save the search string. Contact the GPO Access User Support Team for information on obtaining WAIS client software.

5. How can I search by the date of the printed issue?

You can't search by print date, but you can search by date. Posted date is the date the notice was placed in the database. Notices usually appear in the printed copy two business days after their posted date (as long as they were submitted prior to 4 pm EST). To search by posted date, use the fielded search page or enter the following search string in the search terms box (using the appropriate date): posted=2/12/98.

6. How do I find all notices pertaining to 8a set asides (opportunities for small and minority businesses)

In the description field enter the following search string: 8a AND "set aside"

7. How do I search for a specific solicitation number?

Enter the entire solicitation number (including hyphens), surrounded in quotation marks, in the solicitation number field.

Example: "N62472-97-R-3915"

If using the simple search page, in the search terms box, type the field name followed by the equals sign (=) followed by the solicitation number surrounded in quotation marks.

Example: sol="N62472-97-R-3915"

8. How do I search for my notice using my submission number?

In the cite field enter the submission number with no spaces.

Example: SN022578

If using the simple search page, in the search terms box, type the field name followed by the equals sign(=) followed by the submission number.

Example: cite=SN022578

9. How do I limit my search to a single issue of CBD?

You cannot download an entire issue of the CBD. However you can limit your search by the posted date. The posted date is the day the notice was posted in the online database. Notices typically appear in the print copy 2 business days following the posted date. To search by posted date use the fielded search page or simply type the posted field name followed by the equals (=) sign the following in the simple search terms box: posted=2/12/98.

10. How do I limit my search to get just what is new today?

You can not search by issue date, but you can search by posted date. The posted date is the day the notice was posted in the online database. Notices typically appear in the print copy 2 business days following the posted date. To search by posted date use the field provided on the Fielded Search Page or simply type the field name followed by the equals sign (=) in the simple search terms box. For example: posted=3/21/97

The Browse CBD Notices link allows you to view notices according to type and class code and lists them in date order (from most recent to oldest). The posted date is listed in the header.

11. How do I get a copy of the full solicitation after finding an interesting notice in CBD?

To get a copy of the full solicitation contact the person or persons designated as the point of contact in the notice.

12. How do I access the archive database?

Click on the radio button titled "archive". Notices are placed in the archive database after 15 days.

13. How often is CBDNet updated? Some of your pages list "LAST MODIFIED" dates that are weeks or months old. Has updating of this service been discontinued?

CBD notices are added to the database on a real time basis, approximately 2 minutes after a contracting official submits a notice. Pages which show lists of CBD notices are built "on the fly" each time you request them. The LAST MODIFIED date on these pages shows the last time the HTML template which surrounds the list of notices was updated.

14. How do I search for an RFP?

On the simple search page in the search terms box you can simply enter the entire RFP number surrounded by quotation marks.

Example: "RFP-686-6-97"

On the fielded search page you can enter the RFP number in the solicitation number field surrounded in quotation marks. (It may appear in multiple fields within a notice.)

15. What is the cost for a subscription to the online database?

The online CBD database is free. References to subscriptions are for paper copies and subscriptions to the daily electronic data feed for private companies that wish to buy the CBD data and resell it.

CHAPTER

6

World Wide Web Applications



Web Applications

There are several *GPO Access* components which use Web technology to help you locate or obtain information online. Although access to most of these applications is available through a variety of methods, their functionality is increased if you access them via the Web. These applications are:

★ Federal Locator Service

Government Information Locator Service (GILS)

Browse Topics

Browse Titles

Search the Web

Search MoCat

★ The Federal Bulletin Board (FBB)

★ The Sales Product Catalog (SPC)

The Web Interface is very useful when searching GILS and MoCat because selecting fields is as easy as clicking a box. Customized search pages are then created based on the fields selected. The following pages will detail how to use these applications via the World Wide Web.

Government Information Locator Service (GILS)

Content

The Government Information Locator Service (GILS) databases contain records to identify public information resources throughout the Federal government, describe information available in those sources, and provide assistance in obtaining information on those sources. Pathway GILS records are provided as a service for Federal Depository Libraries and the public to identify, describe, and link to other government information, emphasizing the subject content and publications of an agency. Pointer GILS records describe records from agencies that have mounted all of their records on a server other than *GPO Access*, and provide "hot links" to those locations. The GILS database is updated irregularly. Each GILS document is available as an ASCII text file, with some available as HTML (hyper-text markup language) files. The fields in the GILS databases are:

Fields

recordsource:	Record Source
originator:	Originator
thesaurus:	Thesaurus
geographicname:	Geographic Name
Sourcesofdata:	Sources of data
methodology:	Methodology
supplementalinformation:	Supplemental Information
Schedulenumber:	Schedule Number
timeperiodofcontent:	Time Period of Content
title:	Title
localsubjectindex:	Local Subject Index
abstract:	Abstract
purpose:	Purpose
availablelinkagetype:	Available Linkage Type
agencyprogram:	Agency Program
accessconstraints:	Use Constraints
crossreference:	Cross Reference
controlidentifier:	Control Identifier
dateoflastmodification:	Date of Last modification
pointofcontactforfurtherinformation:	Point of Contact -further information

More detailed information is available from the
"What is GILS" page located at
http://www.access.gpo.gov/su_docs/gils/whatgils.html

What is GILS?

The Government Information Locator Service (GILS) is a new way to identify, locate, and describe publicly available Federal information resources, including electronic information resources. GILS records identify public information resources within the Federal Government, describe the information available in these resources, and assist in obtaining the information. GILS is a decentralized collection of agency-based information locators using networked technology and international standards to direct users to relevant information resources within the Federal Government. Because this collection is decentralized, the U.S. Government Printing Office (GPO) is attempting to provide a single point of entry to access, or link to, all U.S. Federal GILS databases. Not all agencies have mounted their GILS records on the *GPO Access* server and, as a result, currently must be accessed separately.

Because not all agencies have provided information on the location of their GILS records at this time, this cannot be considered a comprehensive application. In developing its GILS application, GPO laid the groundwork for assisting other agencies in fulfilling their GILS responsibilities. A large number of agencies have mounted their GILS records on the *GPO Access* server. These agencies are listed individually in the scroll box located on the GILS search page. GPO also created a series of GILS records describing the information of cabinet-level and major independent Federal agencies, called Pathway Records, that are designed to assist the depository libraries and their users in locating and accessing Federal information. Agencies that have mounted their GILS records on a server other than *GPO Access* have been asked to provide a GILS pointer record, describing their GILS holdings and containing links to those holdings.

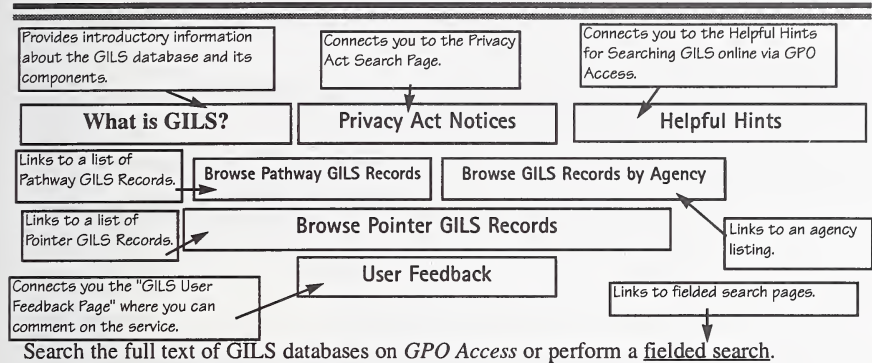
A provision for *Privacy Act Notices* was included in the GILS mandate. The National Archives and Records Administration (NARA) produced the *1995 Privacy Act Compilation* for all Federal agencies, fulfilling the initial requirement, and sponsored online access to this compilation via *GPO Access*. There have been no updated compilations produced since 1995. Updates to the *1995 Compilation* are made available through the *Federal Register* database online via *GPO Access*.

Note: More recent Privacy Act compilations will be placed online as provided. A link to the *Privacy Act Searching Page* is provided on the Main GILS Searching Page.

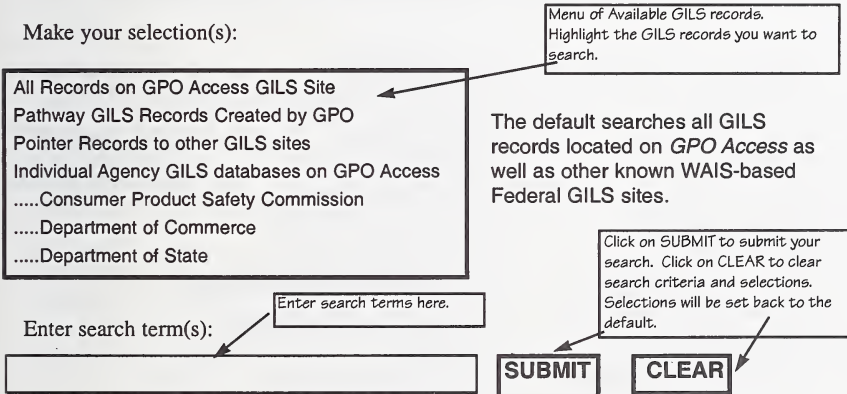
If you click on the **Search GILS Records** link from the SuDocs page, you will connect to the **GILS Search Page**. URL: http://www.access.gpo.gov/su_docs/gils/gils.html



Government Information Locator Service (GILS) Online via GPO Access



Make your selection(s):



Maximum Records Returned: **40** Default is Maximum is 350.

Select no. of documents to be retrieved. Default=40; Max =350

Below is an example of the **GILS Fielded Searching Page**. This page allows you to select boxes-limiting your search to a particular field(s). A customized search page is created based on your selections. The URL is: http://www.access.gpo.gov/su_docs/gils/gilsfld.html

Search GILS Records by Fields Online via GPO Access

Make your selection(s).

All Records on GPO Access GILS Site
Pathway GILS Records Created by GPO
Pointer Records to other GILS sites
Individual Agency GILS databases on GPO Access
.....Consumer Product Safety Commission
.....Department of Commerce
.....Department of State

Menu of available GILS records. Highlight the GILS records you want to search.

Select one or more of the following fields (mandatory GILS elements) to search.

☐ Abstract
☐ Access Method
☐ Agency Program
☐ Availability
☐ Control Identifier
☐ Controlled Vocabulary
☐ Cross Reference
☐ Date of Last Modification
☐ Local Subject Index
☐ Methodology
☐ Original Control Identifier

☐ Originator
☐ Point of Contact for Further Information
☐ Purpose
☐ Record Source
☐ Sources of Data
☐ Spatial Reference
☐ Schedule Number
☐ Supplemental Information
☐ Time Period of Contact
☐ Title
☐ Use of Constraints

Field links will define each mandatory field.

SUBMIT

CLEAR

Click on SUBMIT to submit your search. Click on CLEAR to clear all search criteria and selected fields.

Checkboxes allow you to limit your search by element name.

When you "submit" your search from the fielded search page, a customized search page is created using the fields you selected. For this example, Abstract, Point of Contact for Further Information and Title were the fields selected.

GPO Access

Search GILS Records by Relevant Term

Maximum Records Returned:

40

Select the number of documents to be returned.

Default is 40. Maximum is 350.

Abstract:

☒ AND ☐ OR

Choose boolean operators;
default is set at AND.

Point of Contact for Further Information:

☒ AND ☐ OR

Title:

SUBMIT

CLEAR

Click on SUBMIT to submit
your search. Click on CLEAR
to clear search criteria.

Locator Services

Content

The Pathway Services online via *GPO Access* are intended to provide links to Government information available not only on *GPO Access*, but also other Government sites. The service is comprised of five components.

Browse Topics

Browse Topics is intended for individuals who are browsing for general or broad subject areas. The approximately 160 topics listed are based upon terms from GPO's Subject Bibliographies. Browse Topics points to the site or sub-site level of information.

Browse Titles

The *Browse Titles* feature allows users to browse a list of Government agencies and link to a list of titles that agency has available online. These titles are hot links to the actual online document.

Pathway Indexer

The *Pathway Indexer* searches the Internet for keywords of selected Federal Government Internet sites. The Indexer points to the file level and looks much deeper than *Browse topics*. The *Pathway Indexer* is good for detailed or specific searches.

Catalog of Gov't Pubs

All information available through the Federal Depository Library Program is cataloged by GPO. These materials include books, reports, maps, posters, and periodicals published in paper and microfiche, as well as electronic products. The cataloging records are published in the Monthly Catalog of United States Government Publications (MoCAT) and are made available for online searching as part of the *GPO Access* Federal Locator services. The online Catalog is updated daily.

Sales Product Catalog

The Sales Product Catalog (SPC) Online via *GPO Access* is updated daily. This database serves as a guide to Government information products currently offered for sale by the Superintendent of Documents. The SPC also includes citations on forthcoming Government information products as well as to titles which have recently been superseded, gone out of print or are out of stock.

Below is an example of what you would see if you clicked on the **Browse Government Internet Sites by Topic** link on URL: http://www.access.gpo.gov/su_docs/locate.html



Pathway Services

Browse Topics

This path of GPO Pathway Services arranges government Internet sites by topic. The main list of topics is based upon the current [Guide to U.S. Government Information](#), also known as The Subject Bibliography Index (SuDoc number GP3.22/2:996/IND.)

WANT TO CONTRIBUTE?

Further information for anyone interested in contributing to **Browse Topics.**

A B C D E F G H I L M N O P R S T U V W

HOT TOPICS!

[1998 Budget of the U.S. Government](#)

[International Trade](#)

[Taxes](#)

[Internal Revenue Cumulative Bulletins](#)

[Congressional Information](#)

A

[Accounting and Auditing](#)

[Aerospace](#)

[Africa](#)

[Aging](#)

[Agriculture](#)

[AIDS \(Acquired Immune Deficiency Syndrome\)](#)

[Air Force Manuals](#)

[Air Pollution](#)

[Alcohol, Tobacco and Firearms](#)

[American Revolution](#)

[Annual Reports](#)

[Aquatic Life](#)

[Armed Forces](#)

[Arms Control](#)

B

[Background Notes](#)

I

[Immigration](#)

[Insurance](#)

[Intergovernmental Relations](#)

[Internal Revenue Cumulative Bulletins](#)

[International Trade](#)

L

[Labor-Management Relations](#)

[Languages](#)

[Libraries](#)

M

[Maps and Atlases](#)

[Marketing](#)

[Mathematics](#)

[Mental Health](#)

[Middle East](#)

Links to a list of Internet sites relating to this subject.

*Below is an example of what you would see if you clicked on the link for **Accounting and Auditing** from URL: http://www.access.gpo.gov/su_docs/dpos/pathbrws.html*

Accounting and Auditing

FinanceNet

Links to this Internet site (most related to Accounting and Auditing.

FinanceNet is the Internet's home for public financial management worldwide. It was established by Vice President Gore's National Performance Review in Washington, D.C. in 1994 and is operated by the National Science Foundation under sponsorship of the U.S. Chief Financial Officers Council. FinanceNet reaches across geopolitical boundaries to link financial management administrators, educators and taxpayers worldwide to catalyze continuous improvements in the productivity of government personnel and in the stewardship and accountability for taxpayer resources. FinanceNet also includes home pages for the Federal Financial Managers Council and Federal Accounting Standards Advisory Board.

General Accounting Office

The General Accounting Office is the investigative arm of Congress. Charged with examining matters relating to the receipt and disbursement of public funds, GAO performs audits and evaluations of Government programs and activities, and produces a wide variety of reports, testimony, decisions, opinions, and guidebooks.

Office of Management and Budget

OMB assists the President in overseeing the preparation of the Federal budget and to supervise its administration in Executive Branch agencies. In helping to formulate the President's spending plans, OMB evaluates the effectiveness of agency programs, policies, and procedures, assesses competing funding demands among agencies, and sets funding priorities.

Department of the Treasury

The Financial Management Service (FMS) is the United States Government's financial manager, central disburser, and collections agent, as well as its accountant and reporter of financial information.

*Below is an example of what you would see if you clicked on the **Browse Electronic Government Information Products by Title** and then clicked on the **Agency Index** button.*



Pathway Services

Browse Electronic Titles

Government Information Products Available via the Internet

This page contains links to electronic Government information products available at official Federal agency electronic information services accessible via the Internet.

Arrangement of this list of titles is first alphabetically by major agency, then alphabetically by title within agency or subagency groupings.

Titles can be expected to remain on this list for at least ninety days.

Select New Additions for a list of products available via the Internet that GPO has recently made accessible through Pathway Services. In-depth searches can be conducted on the The Monthly Catalog of United States Government Publications (MOCAT).

Note: Many, if not most, of these titles are also issued in traditional formats to depository libraries. Where applicable, if the electronic title lacks its own SuDocs number and item number, the SuDocs number and item number for the traditional format of the products will be indicated for information purposes.

Agency Index

[A] [C] [D] [E] [F] [G] [H] [I] [J] [L] [M] [N] [O] [P] [R] [S]
[T] [V]

Jumps to that letter
of the index.

Admin. on Aging
Admin. Office of the U.S. Courts
Agricultural Research Svc.
Agriculture Dept.
Air Force Dept.
Armed Forces Information Svc.
Arms Control & Disarmament Agency

Joint Chiefs of Staff
Joint Cmte. on Printing
Joint Economic Cmte.
Justice Dept.
Justice Statistics Bureau
Labor Dept.
Labor Statistics Bureau

Links to a list of
information electronically
available on the Internet
from that agency.

Catalog of U.S. Government Publications (MoCat)

Content

All information available through the Federal Depository Library Program is cataloged by GPO. These materials include books, reports, maps, posters, and periodicals published in paper and microfiche, as well as electronic products. The cataloging records are published in the Monthly Catalog of United States Government Publications (MoCAT) and are made available for online searching as part of the *GPO Access* Federal Locator services.

The "Catalog of U.S. Government Publications" database contains cataloging records published in MoCAT since January 1994 and is updated daily with preliminary cataloging records that will be edited and published in future issues of MoCAT.

Fields

To identify information available in Federal Depository Libraries, begin by choosing the fields to be searched. You have the option of searching the full text of the MoCAT records as well as using one or a combination of fields. Once you have selected the fields, use the SUBMIT button to request a customized search form. The available fields are:

Full Text of MoCAT Record	Title
Publication Year	SuDocs Class Number
Depository Item Number	GPO Sales Stock Number

The Search Results List presents a summary record for each publication. The summary record includes the title, format, date of publication, issuing agency, SuDocs Class Number and Depository Item Number. If the publication is for sale by GPO, a GPO Stock Number will also be provided.

Utilizing the web interface for searching MoCAT Records allows you to locate depository libraries that receive a particular publication. The following pages demonstrate how to search *GPO Access* for a MoCAT record and find all libraries that carry that particular publication.

If you click on the **Search the Catalog of U.S. Government Publications (MoCAT)** from the **SuDocs Home Page**, you will connect to the page shown below. URL:
http://www.access.gpo.gov/su_docs/dpos/adpos400.html



Identify Information Available in Federal Depository Libraries

Catalog of U. S. Government Publications (MOCAT)

Click this button to find out more about MOCAT.

About Mocat

Click on this button to connect to the Helpful Hints for using MOCAT.

Helpful Hints

Search the full text of MOCAT records on *GPO Access* or perform a fielded search.

Enter search term(s):

Enter search terms here.

This button connects to the fielded search page.

Designate the number of documents to be retrieved.

SUBMIT

CLEAR

Click on SUBMIT to submit your search. Click on CLEAR to clear search criteria.

Maximum Record Returned: Default is 40. Maximum is 350.

Phrases must be in quotation marks (" "). The operators ADJ (adjacent), AND, OR and NOT can be used, but must be capital letters. For example: "foreign affairs" AND "cd-rom". Word roots can be searched using an asterisk (*) following the word stem. For example: legislat* will retrieve both legislation and legislative.

General searching instructions are provided.

If you click on the fielded search option of the *General MOCAT Searching Page* you will be connected to the MOCAT page shown below. URL:
http://www.access.gpo.gov/su_docs/dpos/adposfld.html

Search MOCAT by Fields Online via GPO Access

Select the fields to be searched. Select only fields that will be used. Selected fields cannot be left blank. Once you have selected the fields, use the SUBMIT button to request a search form.

- ☐ Title
- ☐ Publication Year
- ☐ Superintendent of Documents Class Number
- ☐ Depository Item Number
- ☐ GPO Sales Stock Number

SUBMIT

CLEAR

Click on the field(s) you wish to use for your search.

Click on SUBMIT to submit your field selections. Click on CLEAR to clear all boxes selected.

Go Back to Search the Full Text of the Monthly Catalog of Publications (MOCAT).

Click on boxes to select. Clicking on field name links you to a definition of that field.

When you "submit" your search from the **Fielded Search Page**, a customized search page is created using the fields you selected. For this example, the title and years of publication were selected.

GPO Access Federal Locator Services

Identify Information Available in Federal Depository Libraries

Enter search terms in the space below. Phrases must be in quotation marks (" "). The operators ADJ (adjacent), AND, OR and NOT can be used, but must be capital letters. For example: "foreign affairs" AND "cd-rom". Word roots can be searched using an asterisk (*) following the word stem. For example: legislat* will retrieve both legislation and legislative. [Additional instructions and examples.](#)

Maximum Record Returned:

40

Select the number of documents to be returned.

Default is 40. Maximum is 350.

Title:

Enter search terms here.

Words and phrases entered above will be searched in the title fields only. For example, "Safer Skies" AND Weather

● AND ○ OR

Allows you to choose a boolean operator; default is AND.

Year of Publication (YYYY):

1900

TO

2100

For example, to find publications issued in 1994, use 1994 to 1994 Note: Do not leave either date field blank.

Allows you to choose the year of publication.

SUBMIT

CLEAR

Click on SUBMIT to submit your search. Click on CLEAR to clear all search criteria.

Below is an example of the MoCAT Search Results Page. This page gives you an opportunity to look at a full cataloging record of an item and allows you to locate libraries who have this particular item. The bottom portion of this page is an extract of a full cataloging record.

Catalog Search Results

The search was: ("statistical abstract")

Click on this to locate your nearest GPO bookstore.

Records returned: 13

To locate Federal depository libraries that are likely to have a publication, select [Locate Libraries]. For the cataloging information for a publication, select [Full Record]. Publications with a GPO Stock Number may be available for purchase. Contact the nearest GPO Bookstore to determine if a publication is currently for sale from GPO. (Note the Title and Stock Number)

[1]

Statistical abstract of the United States. [computer file].. 1993-. Annual. United States. C 3.134/7:995. [[0150-B]].
Rank: 1000 [\[Locate Libraries\]](#) [\[TEXT\]](#) [\[HTML\]](#)

Items are presented with a short summary.

Click this link to connect to the Locate Library Searching Page.

[2]

Statistical abstract of the United States /. 1879-. Annual. United States. C 3.134:994. GPO stock no.: 003-024-08756-1. [[0150]].
Rank: 915 [\[Locate Libraries\]](#) [\[TEXT\]](#) [\[HTML\]](#)

Example of a full Cataloging Record

Statistical abstract of the United States. computer file..
1993-. Annual. United States. C 3.134/7:993. [[0150-B]].

<001> ocm29631878
<005> 19940210135852.0
<010a> sn 94027618
<040a> EEX
<040c> EEX
<040d> GPO
<042a> lcd
<043a> n-us---
<074a> 0150-B
<086a> C 3.134/7:
<099a> C 3.134/7:993
<049a> GPOO
<130a> Statistical abstract of the United States (Computer file)
<245a> Statistical abstract of the United States
<245h> computer file.
<260a> Washington, DC :
<260b> U.S. Dept. of Commerce, Economics and Statistics
Administration, Bureau of the Census, Data User Services Division
<260c> 1993-

This is an extract of a full cataloging record.

If you click on the **Locate Libraries** function you will connect to the page below. This page allows you to locate libraries by state and/or area code. URL:
http://www.access.gpo.gov/su_docs/dpos/adpos003.html

GPO Access Federal Locator Services

Locate Federal Depository Libraries by State or Area Code

The selected publication is:

The source you selected is displayed here.

Statistical abstract of the United States /. 1879-. Annual. United States. C 3.134:995. GPO stock no.: 003-024-08787-1.

Item Number: ONE OR MORE 2-letter state abbreviation(s) (within a single box) for up to 5 states.

FOR EXAMPLE:

Fill in one or more of the spaces provided to locate a library by state.

Enter State Abbreviation(s):

ALL

SUBMIT

CLEAR

For a more specific listing, enter ONE OR MORE 3-digit telephone area code(s) (within a single box) for up to 3 area codes.

FOR EXAMPLE:

Fill in one or more of the spaces provided to locate a library by area code.

SUBMIT

CLEAR

Please contact the libraries to determine their hours of service and confirm the availability of the specific publication.

Browse the entire list of Federal depository libraries that have selected this publication by selecting the ALL button below.

ALL

SUBMIT

CLEAR

Click on SUBMIT to submit your search.
 Click on CLEAR to clear all search criteria.
 Click on ALL to search for all depository libraries that have the item.

Below is an example of the Search Results for the Locate Library function. Each library that carries a particular item is listed, including the libraries' addresses and telephone numbers.

Federal Depository Libraries in Selected Area Codes

Requested Publication:

Statistical abstract of the United States /. 1879-. Annual. United States. C 3.134:995. GPO stock no.: 003-024-08787-1.
Item No.: 150

AREA CODE 202 (DISTRICT OF COLUMBIA)

0096A AMERICAN UNIVERSITY
WASHINGTON COLLEGE OF LAW
LIBRARY
4400 MASSACHUSETTS AVENUE NW
WASHINGTON, DC 20016
Phone: (202)885-2627

0094C BOARD OF GOVERNORS OF THE FEDERAL RESERVE
SYSTEM - LAW LIBRARY
ROOM B-1066
20TH STREET AND CONSTITUTION AVENUE NW
WASHINGTON, DC 20551
Phone: (202)452-3283

0093B CATHOLIC UNIVERSITY OF AMERICA
JUDGE KATHRYN J. DUFOUR LAW
LIBRARY
3600 JOHN MCCORMACK ROAD NE
WASHINGTON, DC 20064
Phone: (202)319-5155

0101C COMPTROLLER OF THE CURRENCY
LIBRARY
250 E STREET SW
WASHINGTON, DC 20219
Phone: (202)874-4720

The Federal Bulletin Board

Content

The Federal Bulletin Board (FBB) is a free electronic bulletin board service of the Superintendent of Documents, U.S. Government Printing Office (GPO). All file library documents can be downloaded for free.

The FBB enables Federal agencies to provide to the public immediate, self-service access to Federal information in electronic form. The FBB runs in Web, FTP, and Telnet mode at Internet address: fedbbs.access.gpo.gov. The FBB is a component of the *GPO Access* service and now provides utility and support files for use with *GPO Access* online, searchable databases.

Federal agencies use the FBB as a means to distribute electronic files to the public. Users can access information from the White House and Executive Branch agencies (includes independent agencies) such as the Department of State and Treasury, the Merit Systems Protection Board, and the Federal Labor Relations Authority. Supreme Court opinions and files from other Judicial Branch agencies are also available. The Federal Depository Library Program has information available on the FBB as well.

The Web interface provides direct links to our most popular files as well as links to begin an FTP or telnet session.

Below is an illustration of the *Federal Bulletin Board (FBB)* page. It provides buttons to the most popular links as well as a link to the full listing of file libraries. The URL is:
<http://fedbbs.access.gpo.gov/>

The Federal Bulletin Board

Online via *GPO Access* -- About this system

NEW! Biennial Report to Congress on the Status of *GPO Access*

This chart contains links to the most popular file libraries.

<u>White House Organizations</u>
<u>Federal Agency Files</u>
<u>Congressional and Legislative Information</u>
<u>U.S. Supreme Court Opinions (1992-1998 Terms)</u>
<u>GPO Access Information - Source and Help files</u>
<u>Commerce Business Daily - Templates and Help Files</u>
<u>Federal Depository Library Information - (includes Shipping Lists)</u>
<u>View Alphabetical List of All file Libraries</u> <u>OR Download the User's Manual</u>

Click on this link to view a full listing of all file libraries available on the FBB.

Questions or comments regarding this service? Contact the *GPO Access* User Support Team by Internet e-mail at gpoaccess@gpo.gov; by telephone at 1-202-512-1530 or toll free at 1-888-293-6498; by fax at 1-202-512-1262.



*Below is an example of what you would connect to if you clicked on the link titled, **White House Organizations and U.S. Court of Appeals for D.C. (Iran/Contra Report)***

White House Offices and Agencies

Libraries offered by the Federal Bulletin Board

Click on these links to access files within the White House file library.

Office of Management and Budget (OMB)
Office of the U.S. Trade Representative of the Executive Office of the President (GATT)
Floodplain Management: Executive Office of the President, Council on Environmental Quality
White House Conference on Aging
White House Entitlement Commission
White House Reports and Materials

The Federal Bulletin Board Online Via GPO Access

Office of U.S. Trade Representative-GATT (TRADE)

This library contains documents published by the Office of the U.S. Trade Representative, including the U.S. Agreement to the Uruguay Round of GATT.

GATTREAD.ME 02/24/98 2666 bytes (184 hits)
 Information about GATT_DOC and GATT_SCH files
 This free ascii text files provides some
 information about the GATT_DOC.EXE and
 GATT_SCH.EXE files and tells how to
 decompress them.
 ascii gatt schedule-xx uruguay trade
 export-import duties tariffs customs
 trade-representa

Click on this link to access this document. (The date the file was uploaded to the FBB appears to the right of the filename.

GATT ACT.EXE 02/24/98 192721 bytes (53 hits)
 GATT Act as signed by President
 This is a compressed, self-extracting
 file of the ascii text of the GATT Act
 passed by Congress and signed by the

The size of the file and the number of times the document has been downloaded is provided.

A description of the file is provided.

*Below are examples of what you would see if you clicked on the link to see the **Alphabetical Listing of Files from the Introductory Federal Bulletin Board Page**. Also shown is what the complete file listing looks like if you connect to the board via **File Transfer Protocol (FTP)**. This page lists all file libraries available on the Federal Bulletin Board.*

The Federal Bulletin Board (FBB) is now a free electronic bulletin board service of the Superintendent of Documents, U.S. Government Printing Office (GPO). All file library documents can be downloaded for free.

Welcome! The following links will take you into our file libraries. You can browse the file descriptions and download the files to your system. Enjoy!

1.100TH	100th Congress: SENATE VOTING ANALYSES	[803 files]
2.101ST	101st Congress: SENATE VOTING ANALYSES	[642 files]
3.102ND	102nd Congress SENATE VOTING ANALYSES	[554 files]
4.103RD	103rd Congress SENATE VOTING ANALYSES	[731 files]
5.104TH	104th Congress SENATE VOTING ANALYSES	[922 files]
6.40_CFR	Title 40, CFR (Incomplete)	[624 files]
7.97TH	97th Congress: SENATE VOTING ANALYSES	[972 files]
8.98TH	98th Congress: SENATE VOTING ANALYSES	[677 files]
9.99TH	99th Congress: SENATE VOTING ANALYSES	[744 files]

This is how the files will appear in the complete list. The file library's name and the number of files in the library are provided.

Index of /

Name	Last modified
------	---------------

103_bill/	19-Jun-95 00:00
class/	29-Nov-95 00:00
committe/	09-May-96 12:00
congmisc/	11-Apr-96 10:33
crime/	29-Nov-95 00:00
dll/	30-Nov-95 00:00
doe_aer/	29-Nov-95 00:00
doe_cons/	29-Nov-95 00:00
doe_elec/	29-Nov-95 00:00
doe_mer/	29-Nov-95 00:00
doe_ngas/	29-Nov-95 00:00
doe_seds/	29-Nov-95 00:00
doe_sepe/	19-Nov-95 00:00

If you connect via FTP, the file library listing will appear in this manner.

File libraries are listed in alphabetical order with the date of the last modification.

Sales Product Catalog

Content

The Sales Product Catalog Online via *GPO Access* is updated daily. This database serves as a guide to Government information products currently offered for sale by the Superintendent of Documents and is arranged by GPO Stock Numbers; International Standard Book Numbers; Superintendent of Documents classification numbers and alphabetically by subjects, titles, agency series and report numbers, key words and phrases, and authors. The SPC also includes citations to forthcoming Government information products as well as to titles which have recently been superseded or have gone out of print.

Note: Upon finding the product that you wish to purchase, you can either place an order online, or print out an order form to mail or fax to GPO for processing.

When you click on the link called *Search the Sales Product Catalog (SPC)* The following is an illustration of page: http://www.access.gpo.gov/su_docs/sale/prf/prf.html



GPO Access

Keeping America Informed Electronically

Search the Sales Product Catalog Formerly the Publications Reference File (PRF)

What Is the SPC?

Helpful Hints

Fielded Search

Search the full text of the Sales Product Catalog:

Maximum Records Returned: ☐ Default is 40. Maximum is 350.

Phrases must be in quotation marks (" "). The operators ADJ (adjacent), AND, OR and NOT can be used, but must be in capital letters. Example: "environmental protection agency" AND superfund.

Stock numbers should be searched as phrases. Example: "000-000-00000-0".

Word roots (truncation) can be searched using an asterisk (*) following the word stem. Example: legislat* will retrieve both legislation and legislative.

Questions or comments regarding this service? Contact the *GPO Access* User Support Team by Internet e-mail at gpoaccess@gpo.gov; by telephone at 1-202-512-1530 or toll free at 1-888-293-6498; or by fax at 1-202-512-1262.

Have questions or comments for improving the Sales Product Catalog?
Contact the GPO Sales Program Bibliographic Systems Branch by
Internet e-mail at bybsys@access.digex.net;
by telephone at 1-202-512-1705; or by fax at 1-202-512-1655.

This page represents the Sales Product Catalog Search Results Page. The search performed was for the Government Manual. As with all GPO Access Search Results pages, the results are in relevance ranked order. In Phase I, the online SPC shows all products and will have an order button for those items in-stock that you can click on to go to the Superintendent of Documents order form. Phase II will allow you to order items which are currently on back order.

Sales Product Catalog Search Results

[1]
TITLE: GOVMANUAL United States Government Manual (Federal Bulletin Board File)
Size: 1842 , Score: 1000 , [TEXT](#)

[2]
TITLE: United States Government Manual (Computer Diskette)
Size: 1990 , Score: 763 , [TEXT](#) [\\$ Order](#)

Click on this box to order the item. This box only appears if the item is in stock.

[3]
TITLE: United States Government Manual (Online Data Base Through GPO Access)
Size: 2132 , Score: 750 , [TEXT](#)

[4]
TITLE: United States Government Manual, 1996/1997
Size: 1986 , Score: 749 , [TEXT](#) ,

[5]
TITLE: United States Government Manual, 1995/1996
Size: 2087 , Score: 747 , [TEXT](#)

[6]
TITLE: GPO Access Data Bases Available Through the World Wide Web
Size: 1970 , Score: 222 , [TEXT](#)

Click on this link to get information on this item such as: stock no., availability, publisher, price, etc.

Search the Catalog of U.S. Government Publications (MoCat)

Note: You can order several products at one time. When you select to order a title an order form appears, providing you the options to select the number of copies you want, to add another item from your search results list, or to perform another search. When you have made all of your selections, you will go to the order form shown on the next page.

This page allows you to complete the order form and order publications online. The publication(s) you select from the results page will automatically be placed in the order form. You must fill out all information on the order form or your order will not be accepted.

Superintendent of Documents Order Form

Please Read Before Ordering

Company or personal name:

Addl. address/attention line:

Street address:

City, State, Zip Code:

Daytime phone with area code:

Country:

PUBLICATIONS

Qty:	Stock No.	Title	Price	Total
1	069-000-00069-0	U.S. Government Manual	36.00	
Publication Total \$				36.00

SUBSCRIPTIONS

Qty:	List ID	Title	Price	Total
Subscription Total \$				

For privacy protection, check the box below:

☐ Do not make my name available to other mailers

Check method of payment:

Check payable to Superintendent of Documents (mail orders only)

GPO Deposit Account:

credit card no:

expires: (mm/yy)

VISA

MasterCard

Discover/Novus

Send Order

Reset

Thank you for your order!

Questions or comments about print publications or CD-ROM sales? Call the GPO Order Desk between 7:30 a.m. and 4:30 p.m. eastern time, Monday through Friday, at 1-202-512-1800 or fax 1-202-512-2250.

Questions or comments about *GPO Access*? Contact the *GPO Access* User Support Team by Internet e-mail at gpoaccess@gpo.gov; by telephone at 1-202-512-1530 or toll free at 1-888-293-6498

APPENDIX

Congressional Bills Database Abbreviations:

Abbreviations for the different types of documents in the Congressional Bills databases include:

Sample Entry	Document Type
H.R. 1234	House Bill
S. 1234	Senate Bill
H.J.Res. 123	House Joint Resolution
S.J.Res.123	Senate Joint Resolution
H.Con.Res.	House Concurrent Resolution
S.Con.Res.	Senate Concurrent Resolution
H. Res.	House Simple Resolution
S. Res.	Senate Simple Resolution

Abbreviations on the following page represent different versions of the same bill in the Congressional Bills databases.

Code	Document Status (Version)
(ash)	Additional Sponsors House
(ath)	Agreed to House
(ats)	Agreed to Senate
(cdh)	Committee Discharged House
(cds)	Committee Discharged Senate
(cph)	Considered and Passed House
(cps)	Considered and Passed Senate
(eah)	Engrossed Amendment House
(eas)	Engrossed Amendment Senate
(eh)	Engrossed in House
(ehr)	Engrossed in House Reprint
(eh_s)	Engrossed in House (No.) Star Print

(enr)	Enrolled bill
(es)	Engrossed in Senate
(esr)	Engrossed in Senate—Reprint
(es_s)	Engrossed in Senate (No.) Star Print
(fah)	Failed Amendment House
(fps)	Failed Passage Senate
(hdh)	Held at Desk House
(hds)	Held at Desk Senate
(ih)	Introduced in House
(ihr)	Introduced in House—Reprint
(ih_s)	Introduced in House (No.) Star Print
(iph)	Indefinitely Postponed in House
(ips)	Indefinitely Postponed in Senate
(is)	Introduced in Senate
(isr)	Introduced in Senate—Reprint
(is_s)	Introduced in Senate (No.) Star Print
(lth)	Laid on Table in House
(lts)	Laid on Table in Senate
(oph)	Ordered to be Printed House
(ops)	Ordered to be Printed Senate
(pch)	Placed on Calendar House
(pcs)	Placed on Calendar Senate
(pp)	Public Print
(rah)	Referred w/Amendments House
(ras)	Referred w/Amendments Senate
(rch)	Reference Change House
(rcs)	Reference Change Senate
(rdh)	Received in the House
(rds)	Received in the Senate
(re)	Reprint of an Amendment
(reah)	Re-engrossed Amendment House
(renr)	Re-enrolled
(res)	Re-engrossed Amendment Senate
(rfh)	Referred in House
(rfhr)	Referred in House—Reprint
(rfh_s)	Referred in House (No.) Star Print
(rfs)	Referred in Senate
(rfsr)	Referred in Senate—Reprint

(rfs_s)	Referred in Senate (No.) Star Print
(rh)	Reported in House
(rhr)	Reported in House—Reprint
(rh_s)	Reported in House (No.) Star Print
(rih)	Referral Instructions House
(ris)	Referral Instructions Senate
(rs)	Reported in Senate
(rsr)	Reported in Senate—Reprint
(rs_s)	Reported in Senate (No.) Star Print
(rth)	Referred to Committee House
(rts)	Referred to Committee Senate
(sas)	Additional Sponsors Senate
(sc)	Sponsor Change House
(s_p)	Star (No.) Print of an Amendment

Congressional Bills Glossary

Definition of Document Types

Bills-

H.R. **House Bill**

S. **Senate Bill**

A legislative proposal before Congress. Bills from each house are assigned a number in the order in which they are introduced, from the beginning of each Congress (first and second sessions). “Public bills” deal with general questions and “private bills” deal with individual matters such as claims against the Government.

Joint Resolutions-

H.J.Res. **House Joint Resolution**

S.J.Res. **Senate Joint Resolution**

A legislative proposal requiring the approval of both houses and the signature of the President, just as a bill does. Resolutions from each house are assigned a number in the order in which it is introduced, from the beginning of each two-year Congress (first and second sessions). There is no real difference between a bill and a joint resolution. The latter is generally used in dealing with limited matters, such as a single appropriation for a specific purpose. A joint resolution has the force of law if approved. Joint resolutions also are used to propose amendments to the Constitution. These do not require Presidential signature, but become a part of the Constitution when three-fourths of the states have ratified them.

Concurrent Resolutions-

H.Con.Res. House Concurrent Resolution

S.Con.Res. Senate Concurrent Resolution

A legislative proposal that must be passed by both houses, but does not require the signature of the President and does not have the force of law. These are generally used to make or amend rules applicable to both houses or to express the sentiment of the two houses. (For example, a concurrent resolution is used to fix the time of adjournment of a Congress. It could also be used to convey the congratulations of Congress to another country on the anniversary of its independence.)

Simple Resolutions-

H. Res. House Simple Resolution

S. Res. Senate Simple Resolution

A legislative proposal that addresses matters entirely within the prerogatives of one house or the other. It requires neither the passage of the other house nor the signature of the President and does not have the force of law. Most resolutions deal with the rules of one house. They are also used to express the sentiments of a single house. (For example, a simple resolution could be used as condolences to the family of a deceased Member or to give "advice" on foreign policy or other executive business.)

Reports-

H. Rpt. House Report

S. Rpt. Senate Report

A document setting forth a committee's explanation of its action regarding legislation referred to it. House and Senate reports are assigned a number which includes the number of the Congress during which they are published, i.e., H. Rpt. 103-40 refers to a report created in the House during the 103d Congress. Conference reports are numbered and designated in the same way as regular House and Senate Reports. Most reports favor a bill's passage although a bill can be reported without recommendation. When a committee report is not unanimous, the dissenting committee members may file a statement of their views, called Minority Views and referred to as a Minority Report. A reported version of a bill will include language referencing the applicable report number.

Definitions of Common Document Status Codes

(ath) Agreed to House

(ats) Agreed to Senate

This term is used to describe concurrent or simple resolutions. These types of bills are not "passed" in the manner of a regular bill; they are "agreed to in the house."

(cdh) Committee Discharge House

(cds) Committee Discharge Senate

A motion to discharge a committee from considering a bill. The motion or petition requires signatures of 218 House Members or two-thirds of the Senate.

(cph) Considered and Passed House

(cps) Considered and Passed Senate

After debate, a bill is voted on and passed by one of the two congressional chambers.

(eah) Engrossed Amendment House

(eas) Engrossed Amendment Senate

The final copy of a bill as passed by one chamber with the text as amended by floor action and certified to by the Clerk of the House or the Secretary of the Senate.

(eh) Engrossed Bill - House

(es) Engrossed Bill - Senate

The final copy of a bill as passed by one chamber and certified to by the Clerk of the House or the Secretary of the Senate.

(enr) Enrolled Bill

The final copy of a bill which has been passed in identical form by both chambers. It is certified to by an officer of the house of origin (House Clerk or Senate Secretary) and then sent on for signatures of the House Speaker, the Senate President, and the U.S. President. An enrolled bill is printed on parchment.

(ih) Bill Introduced - House

(is) Bill Introduced - Senate

In the Senate, any number of Senators may join in introducing a single bill and in the House a limit of 25 members can co-sponsor a bill. Many bills are actually committee bills and are introduced under the name of the chairman of the committee or subcommittee as a formality.

(pch) Placed on Calendar - House

(pcs) Placed on Calendar - Senate

Pending legislation before committees of either chamber which is assigned a calendar number determining when it will be considered before the chamber.

(rah) Referred w/Amendments - House

(ras) Referred w/Amendments - Senate

An engrossed bill is passed from one chamber to the other requesting concurrence.

(rch) Reference Change House

(rcs) Reference Change Senate

Change in the referral of a bill which requires unanimous consent of the members of the house in question.

(rdh) Received in House

(rds) Received in Senate

Legislation accepted for consideration in one of the congressional chambers.

(rfh) Referred Bill - House

(rfs) Referred Bill - Senate

When introduced, a bill is directed to the committees which have jurisdiction over the subject with which the bill is concerned. (Bills are referred by the Speaker in the House and the Presiding Officer in the Senate.)

(rh) Reported Bill - House

(rs) Reported Bill - Senate

A committee presents a report of its findings and recommendations to the parent chamber after examining a bill. The version of the bill as reported will include changes, if any, recommended by the committee.

Methods of Access and File Formats



Methods of Access

Background

Since the inception of *GPO Access*, GPO has been committed to providing unlimited access to all databases via *GPO Access* to everyone, regardless of their technological capabilities. Because users have such a wide range of technical capabilities, *GPO Access* can be reached through several methods.

Initially, *GPO Access* was available through 1) the Internet via WAIS client software; 2) a telnet session; 3) a modem. However as *GPO Access* matured, access methods and programs were introduced and expanded, such as the introduction of Public Access terminals, Federal Depository Library Gateways and access via the Web.

Public Access Terminals

Realizing that not everyone has access to a computer, the Library Programs Service (LPS) and the Office of Electronic Information Dissemination Services (EIDS) assisted Federal Depository Libraries in introducing public access terminals. These access terminals are located in Federal Depository Libraries and allow users without a computer to access *GPO Access*. (The number of Depository Libraries offering this service is growing rapidly and soon will be offered at all of the approximately 1,400 depository libraries located throughout the United States.)

Federal Depository Gateways

In October 1994, the first remote off-site public access to *GPO Access* was offered as part of the Federal Depository Library Gateway initiative, bringing *GPO Access* to a local level. Under this program, Federal Depository Libraries permit off-site access through their own computer system or those of partner networks in their area. Members of the public connect to the Depository Library Gateway host, which in turn establishes a transparent connection to the *GPO Access* online service.

Currently, over 30 Federal Depository Libraries serve as Gateways and offer *GPO Access* through the Web, WAIS, or SWAIS. Many more Gateways are in development - with the goal of a Gateway library in each state. Each Gateway has chosen a method of access which supports the majority of its patrons, as well as its technological level. Information on Gateways can be obtained through the Federal Bulletin Board, the GPO Web Site, or from the *GPO Access* User Support Team.

World Wide Web

On June 23, 1995 the Superintendent of Documents World Wide Web Site was introduced, providing yet another method of access to *GPO Access* databases. In addition, the *GPO Access* site provides access to information concerning Federal Depository Libraries, the Catalog of Government Publications (MoCAT), U.S. Government Bookstores, online, on-demand and locator services, as well as sales products. The SuDoc's Web pages are constantly being enhanced and improved to better meet your needs and to incorporate new GPO products and services.

Currently, users with Internet access can reach databases online via *GPO Access* through the Web, through a Federal Depository Gateway, or through a WAIS client. In addition, users with telnet capability or a modem can access the databases through SWAIS directly from the GPO or through a gateway. Lastly, even users without a computer can access this information through a public access terminal available at a Federal Depository Library in their area.

Access Method Overview

World Wide Web

You can reach *GPO Access* via the Internet and a Web browser. This access method provides full text and graphics. The step-by-step "click and choose" methodology allows you to proceed logically and move from one page/header to the next. Bookmarks allow you to revisit commonly used pages with the touch of a button.

Additions and changes to databases are made online by GPO so no source file maintenance is required. "Hot links" to other sites allow you to connect easily to other Government Information sites.

Advanced fielded search pages are provided, where applicable, so you can easily create simple searches or advanced fielded searches. Help files are available with the click of a button.

Note: You must configure your Web browser and/or your WAIS client with the Adobe Acrobat Reader in order to utilize PDF files.

WAIS

EINet WinWAIS/MacWAIS is a registered copy of EINet's WAIS client, provided to *GPO Access* users by the GPO with the permission of the vendor. A software license fee has been paid to the vendor by GPO on behalf of each user. The client is available for \$15 per workstation.

The WAIS client software provides access to full-text and graphics. It allows you to save searches you perform repeatedly to speed up your daily searching. This windows-based program is menu-driven, allowing you to select sources and construct searches easily. It comes pre-configured with *GPO Access* source files and sample searches which help you to quickly become accustomed to searching techniques. Source file maintenance is required. Documents can be viewed on screen, retrieved by saving them to a disk or sent to your printer for printing. Field names are provided in the Helpful Hints, the User's Guide, and in the online Query Report. Helpful Hint files are available by searching for the word *hints*. Lastly, you can set your preferences to tailor the client to your needs (i.e., maximum documents to be retrieved, default source and questions, etc).

SWAIS

If you connect via modem or a telnet session you will connect to Simple WAIS, otherwise known as SWAIS. This text-based client is available on a GPO server (swais.access.gpo.gov) and is provided for users who do not have a full Internet connection. You access this client through a direct telephone connection, (202) 512-1661, or Internet telnet connection to the GPO computer swais.access.gpo.gov, as well as through Federal Depository Gateways.

Because this is a text-based interface you move through this program using key commands. Documents can be retrieved by screen capture or by emailing the document to yourself or someone else. SWAIS only offers access to ASCII text files; it does not allow you to locate or download any graphics files. This interface is compatible with assistive technologies.

Note: Depository Libraries are entitled to 10 free copies of the WinWAIS client.

The following chart will help you compare the different access methods and determine which access method or combination of access methods best fits your needs.

Access Method Cheat Sheet

Feature	WWW (via the Internet)	WAIS Client (via the Internet)	SWAIS (via modem/ telnet)
Nature of Interface	Point and Click	Graphically Menu-driven	Text-based Menu-driven
Format of Info.	Full Text & Graphics	Full text & Graphics	Full text only
Fields & Field Names	Fields listed on screen & act as a template	Fields listed in Query Report or in Helpful Hints	Fields listed in Query Report or in Helpful Hints
Method of Saving Documents	Print or Save doc. directly to disk	Print or Save doc. directly to disk	Screen Capture or Email doc.
Ability to Save Searches	Not Available	Available	Not Available
Access to Help Files	Available Online by clicking Helpful Hints button or from the Online User's Guide.	User must search for the word hints or use the Online User's Guide	User must search for the word hints or use the Online User's Guide
Saved Sample Questions	Not Available	Available	Not Available
Source File Maintenance	Not Required	Required	Not Required
Ability to E-mail Docs. Directly from Server	Not able to directly E-mail documents	Not able to directly E-mail	Able to E-mail using E-mail keystroke
Hardware Needed	Full Internet Connection	Full Internet Connection	Modem or telnet capability
Software Needed	Windows & Web browser (configured)	Windows & WAIS client software (configured)	Communications software

File Formats

Data is available in a variety of formats from the *GPO Access* Service. All documents retrieved are provided as ASCII text files; however, documents are also provided as Adobe Acrobat Portable Document files, Summary files and TIFF graphic files.

Note: The formats provided will vary with each database, as well as the type of interface used.

ASCII Text

ASCII text documents contain just the raw data with no formatting. As a result, documents will not have any special graphics or font formats, such as bolds, underlines, italics etc. This is the only format available to you if you access the system via SWAIS.

There are some "special characters" that cannot be represented in ASCII text, such as superscripts, subscripts, greater-than or equal to, less than or equal to etc. When the system encounters a "special character" it replaces the character with an abbreviation. Abbreviations for the special characters are as follows:

<greek a>	alpha
<greek b>	beta
<inf>	subscript
<sup>	superscript
<ls-thn-eq>	less than or equal to
<gr-thn-eq>	greater than or equal to
<deg. F>	degree symbol (Fahrenheit)
<deg. C>	degree symbol (Centigrade)

Note: Tables that are presented in ASCII text will retain all tabs and column breaks so that the data can be easily read as ASCII or downloaded into a database package.

Portable Document Format (PDF)

Documents in the Adobe Acrobat Portable Document Format (PDF) present the data preserving the document's original look and feel. The cosmetic value of this format is enhanced with the efficient use of a page. Pages are complete with text, graphics, photos, and color. This format also provides full-text search capabilities so you can search and retrieve exactly what you need. This document format is independent of the computer platform or distribution media and is available to all users who have the free Adobe Acrobat Reader software.

Summary

The Summary is an ASCII text file that repeats the initial heading information of the document and approximately the first 25 to 100 lines of text. You can view the summary before viewing or saving a large file to verify that you have the correct document.

TIFF

A Text Image File Format TIFF (TIFF) is a graphics file. It differs from a PDF file in that the data included in a TIFF file is not searchable using freely available software. Documents containing graphics can have one or more associated TIFF files. There will be a separate TIFF file for each image, and the files will be sequentially numbered as they appear in the document (TIFF, TIFF1, etc.). Within the text of the document, the location of an image is indicated by reference to the TIFF file:

<GRAPHIC><TIFF><filename.000>

If there is no TIFF file associated with a particular graphic, the location of the image is indicated by reference to the TIFF file, including the file name. For example: [GRAPHIC][TIFF OMITTED] TR21FE96.002

To view a TIFF file, you must have a graphics viewer associated with your Web browser and/or a WAIS client, or download a file and then view it with an external graphics viewer. If you are using the *GPO Access* EINet WAIS client, selecting a TIFF file will automatically invoke the graphics viewer and display the image. You can then save or print the image.

The *GPO Access* EINet WAIS client has already been customized for the multiple TIFF file names. If you are using another WAIS client, you should customize it to recognize TIFF1, TIFF2... TIFF200 as equivalent to TIFF. The Macintosh client is capable of viewing an infinite number of TIFF images; the Windows client will display a maximum of about 200.

GPO Access Client Software

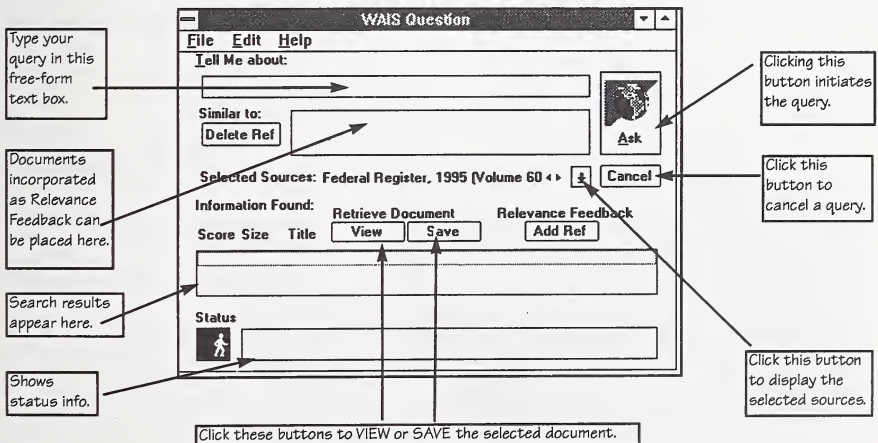
This section teaches you how to use the WinWAIS/MacWAIS interfaces to take full advantage of the *GPO Access Service*. Performing a search is quite simple. It consists of the following four main steps:

- ★ Selecting Sources
- ★ Developing Search Criteria
- ★ Initiating the Search
- ★ Retrieving Search Results

Note: Both WinWAIS and MacWAIS screens are used in this booklet to illustrate basic searching procedures and options. As a result, not every Window for a particular command will be provided for each interface; however, complete directions for each command are provided for both interfaces.

Question Window

The Question Window is the main user interface for the GPO WinWAIS and MacWAIS clients. This interface allows you to specify and direct queries and view documents retrieved. The diagram below represents the WinWAIS client interface which is almost identical to the MacWAIS interface.

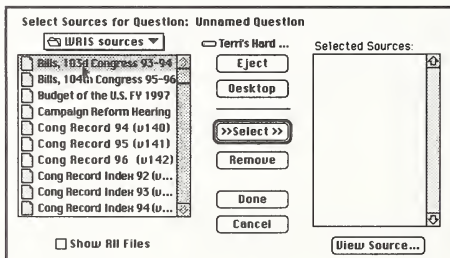
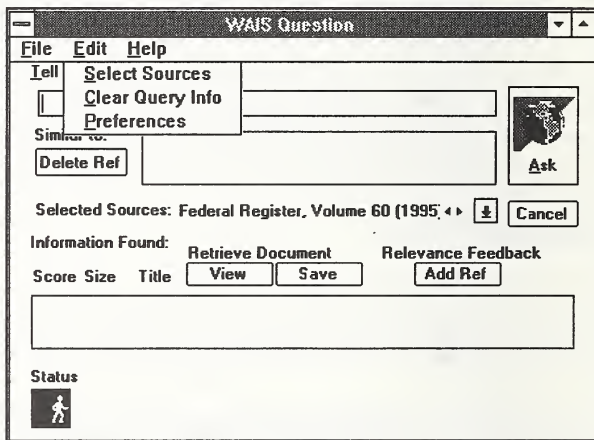


Selecting Sources

You dictate which sources to search for each query. More than one database can be selected at a time. If multiple sources are selected, the search results will be merged and ranked by relevancy. To select sources, execute the following steps:

In WinWAIS:

- ★ Press ALT-E or click on the *Edit* pull-down menu.
- ★ Select the *Select Sources* option.
- ★ Highlight the database(s) to be searched.
- ★ Click on the *Select* button.
- ★ Click the *OK* button.



In MacWAIS:

- ★ Click on *Sources* in the pull-down menu.
- ★ Highlight the *Select Sources* option.
- ★ Highlight the source(s) you wish to search.
- ★ Press the *Select* button.
- ★ Click the *Done* button.

Saving/Viewing Documents

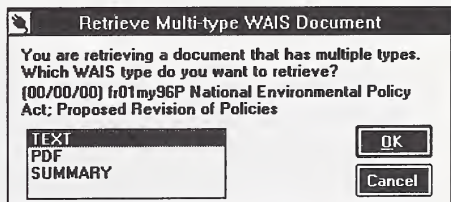
Once a search has been completed, the search results will appear in the Window. The Search Results List consists of the score, size of the text document, the identification code (if any) and the truncated title. At this point, you can save or view a document. To save a document use your arrow keys to highlight a candidate document, click the save button and designate the destination directory. To view documents use your arrow keys to highlight the candidate document you wish to view and hit Enter or double click the mouse button.

Note: Once you highlight a document the view and save buttons will be enabled. Remember that the size noted on the screen is the size of the ASCII text document.

All documents on the WAIS server are available in simple ASCII text files; however, there are some TIFF images and PDF files that the client software will retrieve. When the Search Results List is displayed and you choose a document for viewing, various options for retrieving documents may appear.

Pick the type of document you'd like to view, double-click on the type or select OK. If you have the necessary additional software, and your client has been configured correctly, the appropriate software will automatically launch (i.e. the graphics viewer or Adobe Acrobat Reader) after a temporary file has been transferred to your system. If you choose not to save the document, the temporary file will be deleted from your system when you exit the WAIS client.

You will have to change the attribute back to its original setting to replace source files or delete them from your drive. To do this, go back to the DOS prompt in the einet\wais\sources directory and type attrib *.* -r. The files may now be deleted or replaced if necessary.

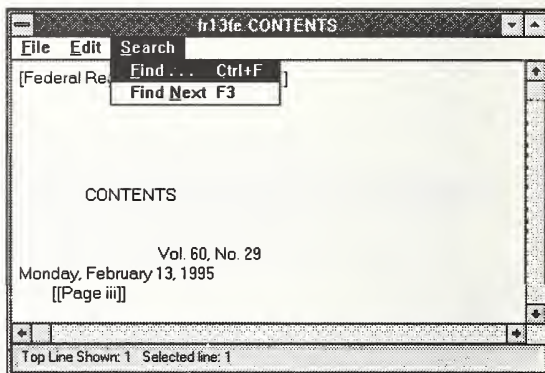


FIND Command

Once the search is complete and the candidate document you wish to view has been retrieved, you can utilize the Find command to locate a particular term in a large document. To utilize the Find command, execute the following steps:

In WinWAIS:

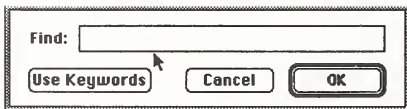
- ★ Press ALT-S or click on the *Search* pull-down menu.
- ★ Highlight the *Find* function.
- ★ Type in search terms.
- ★ Hit *Enter* or click *OK*.



To find the next location of the word choose the *Find Next* or *Find Again* option and press *Enter*. The quick key command for *Find Again* is F3.

In MacWAIS

- ★ Click on *Edit* in the pull-down menu.
- ★ Highlight the *Find* command.
- ★ Type the word(s) to be searched.
- ★ Hit *Enter* or click *OK*.



Note: To determine where a graphics file is located in a document, use the *Find* command and type in TIF and the corresponding number. For example, if you want to know where a graphics file is positioned, type TIF and the system will search for TIFF, TIF1, TIF2, etc.

Relevance Ranking and Relevance Feedback

After searching for a particular topic, you will be provided with a list of candidate documents displayed from the most to least relevant. In order to make your search more specific you can utilize the relevance feedback function. The Relevance Feedback function allows you to select particular documents resulting from a search and mark them as relevant. You will then be able to run the search a second time. The server takes into account the documents marked as relevant and searches for similar documents that share a large number of common words. To operate the relevance feedback function execute the following steps:

- ★ Highlight a candidate document that meets the search criteria.
- ★ Drag the highlighted document to the box labeled "Similar to" a suitcase will appear).
- ★ Click on the *Ask* button or press *Enter*.

**CAUTION: IF YOU PLACE THIS BOOKLET BY A
PUBLIC ACCESS TERMINAL YOU MAY WANT
TO DELETE THIS SECTION**

Protecting Source Files

It is possible in the WinWAIS client software to delete source files from the Source Selection Window. This may happen accidentally, particularly in a public setting. To prevent this, exit Windows and go to the DOS prompt. Navigate to the `inet\wais\sources` directory and type `attrib *.* +r`. This sets the attribute for all files in that directory to read only, which prevents them from being deleted. This will not allow anyone to delete source files from within the client. If a source is accidentally removed from the Source Selection screen after changing the file attributes, simply exit WinWAIS and restart the program. The source files will reappear.

Note: MacWAIS sources may NOT be deleted from within the client, so these security measures are not necessary within MacWAIS.

Maintaining a List of Common Searches

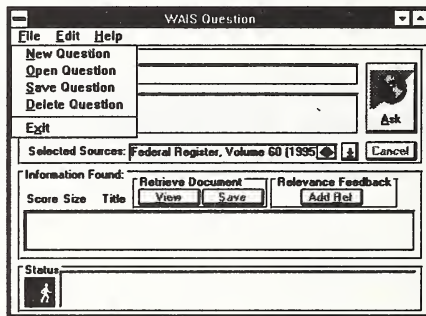
GPO Access WAIS client software allows you to save searches you execute repeatedly (such as the Table of Contents in the *Federal Register*). To save and retrieve searches perform the following steps:

To Save Questions in WinWAIS:

- ★ Press ALT-F or click on the *File* pull-down menu.
- ★ Highlight the *Save Question* command.
- ★ Type in the name you want to use to save the search.
- ★ Press *OK*.

To Retrieve Questions in WinWAIS:

- ★ Press ALT-F or click on the *File* pull-down menu.
- ★ Highlight the *Open Question* command.
- ★ Highlight the name of the search you wish to retrieve.
- ★ Press *OK*.

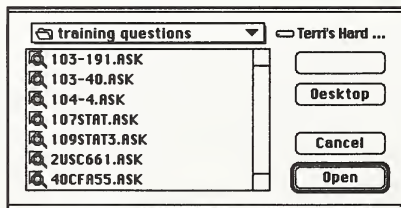


To Save Questions in MACWAIS:

- ★ Select *File* from the pull-down menu.
- ★ Highlight the *Save* command.
- ★ Type in the name you want to use to save the search.
- ★ Press *OK*.

To Retrieve Questions in MACWAIS:

- ★ Select *File* from the pull-down menu.
- ★ Highlight the *Save* command.
- ★ Type in the name you want to use to save the search.
- ★ Press *OK*.



Source File Maintenance

When new databases are added to the *GPO Access* WAIS Server, you can simply append the new database to your source file. This can be done in two ways: 1) Connect to the FBB Web/FTP site and download the new source(s) into your source directory (202-512-1387 or http/FTP to fedbbs.access.gpo.gov) or 2) create a new source in the source file by typing in a few pieces of information provided by GPO. When a new database is introduced, you will be provided the host address, database name, and all pertinent information needed to build a source file or download the information. This information is provided in online messages which appear as the number one document after every *GPO Access* search and is posted on many list-serves.

To access new source files on the FBB, type User Guide type /GO GPO_Access at the Main Menu. On the ftp site, sources are located in the directories d:\gpo\access\info\sources\mac or the d:\gpo\access\info\sources\windows. There is no charge for downloading source files, but with experience you may find it just as easy to type them in yourself.

The following describes the task of creating a new source and provides portions of the screens you will view when adding sources manually.

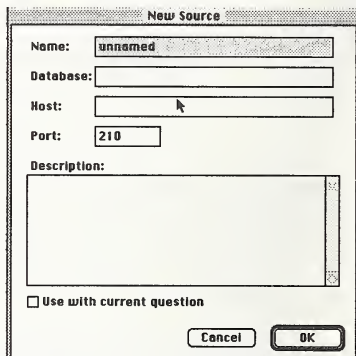
In WinWAIS:

- ★ Highlight the *Select Sources* command.
- ★ Highlight the *New* command.
- ★ Type the Name (Name appears on the Source Selection menu).
- ★ Type the Host Name.
- ★ Type the Database Name.
- ★ Type a Database Description (optional).
- ★ Click *OK*.

Edit WAIS Source Definition		
Name	<input checked="" type="checkbox"/> Selected <input type="checkbox"/> Deselect Others	OK
Host	Port 210	Check Host Cancel
Database		
Description		
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>		

In MacWAIS:

- ★ Highlight the *New* command.
- ★ Type in the Source Name (this appears on the Source Selection menu).
- ★ Type in the Database Name.
- ★ Type in the Host Name.
- ★ Type in a Database Description (optional).
- ★ Click *OK*.



The 'New Source' dialog box contains the following fields and controls:

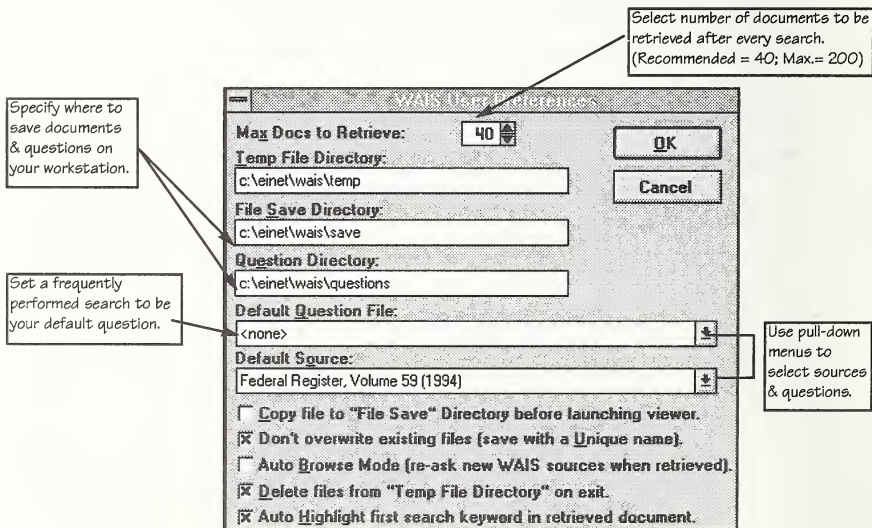
- Name:** A text field with 'unnamed' entered.
- Database:** An empty text field.
- Host:** An empty text field.
- Port:** A text field with '210' entered.
- Description:** A large empty text area.
- Use with current question:** An unchecked checkbox.
- Buttons:** 'Cancel' and 'OK' buttons at the bottom right.

User Preferences

The *Preferences* command allows you to edit MacWAIS's or WinWAIS's User Preferences. The following examines some of the preference settings.

In WinWAIS:

- ★ Press ALT-E or click on the *Edit* pull-down menu.
- ★ Highlight the *Preferences* Command.



The 'WinWAIS User Preferences' dialog box includes the following settings and annotations:

- Max Docs to Retrieve:** A spin box set to 40. An annotation points to it: "Select number of documents to be retrieved after every search. (Recommended = 40; Max.= 200)".
- Temp File Directory:** A text field containing 'c:\winet\wais\temp'. An annotation points to it: "Specify where to save documents & questions on your workstation."
- File Save Directory:** A text field containing 'c:\winet\wais\save'.
- Question Directory:** A text field containing 'c:\winet\wais\questions'.
- Default Question File:** A pull-down menu showing '<none>'. An annotation points to it: "Set a frequently performed search to be your default question."
- Default Source:** A pull-down menu showing 'Federal Register, Volume 59 (1994)'. An annotation points to it: "Use pull-down menus to select sources & questions."
- Options:**
 - ☐ Copy file to "File Save" Directory before launching viewer.
 - ☒ Don't overwrite existing files (save with a Unique name).
 - ☐ Auto Browse Mode (re-ask new WAIS sources when retrieved).
 - ☒ Delete files from "Temp File Directory" on exit.
 - ☒ Auto Highlight first search keyword in retrieved document.
- Buttons:** 'OK' and 'Cancel' buttons.

In MacWAIS:

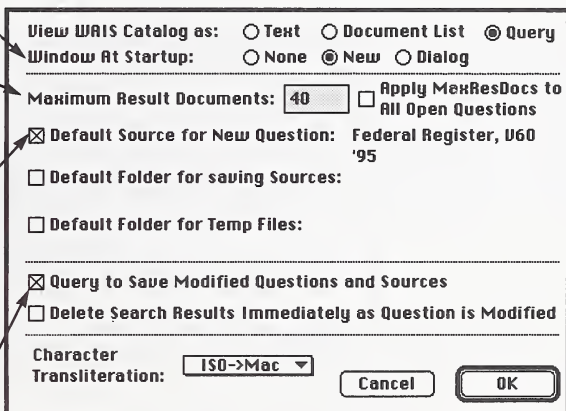
- ★ Click on the *File* pull-down menu.
- ★ Highlight the *Preferences* Command.

Set the Question Window that is to be opened when the application is started.

Select number of documents to be retrieved after every search. **Unlimited number.

Choose the source you use most often to be your default source.

Set a frequently performed search to be your default question.



The image shows the MacWAIS Preferences dialog box with several annotations. Arrows point from text boxes to specific controls: 'Set the Question Window that is to be opened when the application is started.' points to the 'Query' radio button; 'Select number of documents to be retrieved after every search. **Unlimited number.' points to the 'Maximum Result Documents' field; 'Choose the source you use most often to be your default source.' points to the 'Default Source for New Question' dropdown; and 'Set a frequently performed search to be your default question.' points to the 'Query to Save Modified Questions and Sources' checkbox.

View WAIS Catalog as: ☐ Text ☐ Document List ☒ Query
Window At Startup: ☐ None ☒ New ☐ Dialog

Maximum Result Documents: 40 ☐ Apply MexResDocs to All Open Questions

☒ Default Source for New Question: Federal Register, U60 '95
☐ Default Folder for saving Sources:
☐ Default Folder for Temp Files:

☒ Query to Save Modified Questions and Sources
☐ Delete Search Results Immediately as Question is Modified

Character Transliteration: ISO->Mac

Simple WAIS (SWAIS)

Connecting to SWAIS

You access the SWAIS system via your preferred method, either telnet to swais.access.gpo.gov, or use your modem to dial 202-512-1661. After logging in as guest, the first screen to appear is a summary of the databases offered.

```
***** Welcome to GPO Access *****

GPO Access offers over 60 databases, including:

BUDGET:  FY 1997 Budget; Economic Report of the President
CONGRESSIONAL INFORMATION: Bills; Calendars; Documents; Reports;
    Congressional Record; Congressional Record Index; History of
    Bills; Economic Indicators; House Rules Manual; and more
DIRECTORIES: Congressional Directory; Government Manual
GPO: GPO Reports; Comptroller General Decisions
GILS (Government Information Locator Service): Privacy Act
    Issuances; GILS Records for over 20 Federal Agencies
LAWS: Public Laws, U.S. Code
REGULATIONS: Federal Register; Unified Regulatory Agenda

Return for default or Enter Your Terminal Type:
TERM = (vt100)
```

This is an illustration of the SWAIS Welcome Screen.

Because SWAIS is text-based all commands must be initiated/executed using key-strokes. A listing of available commands can be found at the bottom of each screen.

Note: Some keystrokes referred to in this booklet may not work on all systems, depending on how your terminal emulation interprets your keyboard map. For example, if you do not have a highlight bar when moving up and down on the menu, try typing the word ANSI at the VT100 prompt after logging in. (The word ansi must be lower case.)

Selecting Sources

You dictate which source(s) to search for each query. If multiple sources are selected, the search results will be merged and ranked by relevancy.

To select a database, use the cursor keys (arrows) to move the highlight bar up and down, or type the SWAIS database number for the source you'd like to select and hit the Enter key. After highlighting the database or typing its number, press the space bar to select the source. (An asterisk * will appear next to the database name on the screen.) To deselect, move your cursor to the source you wish to deselect and hit the space bar. You may select one or more databases for your search.

Note: Some telnet software may not highlight the selected item, or the keys used in this example may be different. Type the ? or a lower case h to bring up a help screen that lists alternative command keys.

Source Selection Commands

These are the commands that you can use while viewing the *Source Selection* Screen. This list can be reviewed during a search by pressing the ? or h key.

j, down arrow, ^N	Move down one item
k, up arrow, ^P	Move up one item
J, ^V, ^D	Move down one screen
K, <esc>, ^U	Move up one screen
##	Enter source numbers to highlight a source for selection
/sss	Search for source number sss
<space>, <period>	Display current item
=	Deselect all sources
v, <comma>	View current item information
<return>	Display current item
s	Specify new sources or refresh source list
w	Perform another search with new words
X, -	Remove current source permanently
o	Set and show SWAIS options
h, ?	Show help display
H	Display program history
q	Exit this program

Source Selection Screen

You can select a source by typing the database number.

All databases available online via GPO Access are listed on the SWAIS Source Selection Screens.

SWAIS #	Server	Source Selection	Source	Sources: 39	Cost
001:	[wais.access.gpo.gov]	_GPO_Access_User_Guide		Free	
002:	[wais.access.gpo.gov]	_How_To_Use_This_Service		Free	
003:	[wais.access.gpo.gov]	Budget_of_the_U.S.,_FY_1997		Free	
004:	[wais.access.gpo.gov]	Campaign_Reform_Hearing		Free	
005:	[gpoaccess.occ.uky.ed]	Congressional_Bills_183_Cong		Free	
006:	[wais.access.gpo.gov]	Congressional_Bills_184_Cong		Free	
007:	[wais.access.gpo.gov]	Congressional_Calendar_House		Free	
008:	[wais.access.gpo.gov]	Congressional_Calendar_Senate		Free	
009:	[wais.access.gpo.gov]	Congressional_Directory		Free	
010:	[wais.access.gpo.gov]	Congressional_Docs_184_Congress		Free	
011:	[gpoaccess.occ.uky.ed]	Congressional_Record_1994		Free	
012:	[wais.access.gpo.gov]	Congressional_Record_1995		Free	
013:	[wais.access.gpo.gov]	Congressional_Record_1996		Free	
014:	[gpoaccess.occ.uky.ed]	Congressional_Record_Index_1992		Free	
015:	[gpoaccess.occ.uky.ed]	Congressional_Record_Index_1993		Free	
016:	[gpoaccess.occ.uky.ed]	Congressional_Record_Index_1994		Free	
017:	[wais.access.gpo.gov]	Congressional_Record_Index_1995		Free	
018:	[wais.access.gpo.gov]	Congressional_Record_Index_1996		Free	

Keywords:

<space> selects, w for keywords, arrows move, <return> searches, q quits, or ?

Listing of key commands.

This Figure is an example of the SWAIS Source Selection Menu.

Executing a Search

Suppose you are interested in finding information in the 1996 Federal Register concerning Youth Programs and the homeless. At the bottom of the screen, you will see a prompt that says: <space> selects, w for keywords, arrows move, <return> searches, q quits, or ?. Once you have selected your sources, press w to enter the key words for your search. (At this point a blinking cursor will appear at the keyword prompt in the bottom left-hand corner of the screen.) Once the system prompts you, type "youth programs" AND homeless and press the Enter key to initiate the search.

After a few moments, the system will redraw the screen with the Search Results List. The documents found are displayed in order from the most relevant to the least relevant. The document at the top of the list, with the score of 1000, is the most relevant, or the one the system thinks will most likely satisfy your search requirements. SWAIS, by default, retrieves 40 documents at a time. You can change this setting, and other default options, by typing a lower case o at the Source Selection Screen.

Search Result Screen Commands

The key commands listed below will help you move through the Result Screen, perform additional searches, set search preferences, etc. This list can be reviewed by pressing the h key or ? key when viewing your search results.

j, down arrow, ^N	Move down one item
k, up arrow, ^P	Move down one screen
J	Move down one screen
K	Move up one screen
R	Show relevant documents to a term
m	Mail current item to an Internet e-mail address
##	Position to item number
/sss	Position to item beginning sss
<space>	Display current item
<return>	Display current item
	Pipe current item into a unix command
v	View current item information
s	Specify new sources to search
w	Make new search with new keywords
o	Set and show WAIS options (preferences)
h or ?	Show help display
H	Display program history
q	Exit SWAIS

Note: To change the maximum number of documents retrieved or other user preferences, type the letter o (lowercase) to access the User Preferences screen.

Viewing Documents

After performing this search, the document "fr15ap96N Runaway and Homeless Youth Program," was ranked among the most relevant. Browse through the list using the arrow keys to highlight this document, or type the item number and hit enter. Type a lower case v at this point, and SWAIS will display details about the highlighted document, including the file size, which is the "# of Chars item". Each character is a byte, so the file we have selected is approximately 188,000 bytes, or 188K. To view the document on screen simply hit the space bar.

Note: You may want to check the size of the document if your Internet e-mail provider limits the size of messages you may receive or if you are pressed for storage space on your computer.

When viewing a document, the letters stdin will be highlighted at the bottom of the screen. When you see this prompt, the system is telling you that there is more text to follow and the system is "standing by". You can scroll through a document to read what it is about by hitting the space bar at the stdin prompt to move down a full screen of text in the document. To skip down more or less than one screen, type a number at the stdin prompt. Type 100, for example, and 100 lines will scroll past.

Find Command

The forward slash is used to search inside a document for key terms. You'll find it particularly useful when dealing with large documents. To search for a specific term in the text, type / (a forward slash) followed by the words you would like to search for and hit Enter. This is case-sensitive, so be sure to type it exactly as you think it will appear in the text. The system will scroll through the document and when it stops the word(s) you searched for will appear on the top line.

Note: The words you searched for will not be highlighted, so you'll have to look for them in the text of the first line.

To search for the next occurrence of the same word or phrase, type a lower case n. When you are done looking at the document, use q to quit viewing and return to the *Search Results* screen.

Viewing Commands

The following are additional commands you can utilize while viewing a document. Most commands can be (optionally) preceded by integer argument *k* to indicate how many times the operation should be carried out. For example, 3b is the command to go back 3 pages. Defaults are indicated in brackets.

<space>	Display next <i>k</i> screenfuls of text
b or ctrl-B	Skip backwards <i>k</i> screenfuls of text [1]
f	Skip forward <i>k</i> screenfuls of text [1]
/(word to be searched)	Search for regular expression (Case sensitive)
n	Find next occurrence of expression
<return>	Display next line
d or ctrl-D	Scroll <i>k</i> lines [Default scroll size is 11]
s	Skip forward <i>k</i> lines of text [1]
m	Place a mark at a place in a document
`	Go to a marked portion of document
=	Display current line number
:f	Display current file name and line no.
ctrl-L	Redraw screen
q or Q	Return to search results screen
##	Continuously scroll through number of lines specified

Special Characters

There are some "special characters" that cannot be represented in ASCII text, such as superscripts, subscripts, greater-than or equal to, less than or equal to, etc. When the system encounters a "special character" it replaces the character with an abbreviation. Abbreviations for the special characters are as follows:

<greek a>	alpha
<greek b>	beta
<inf>	subscript
<sup>	superscript
<ls-thn-eq>	less than or equal to
<gr-thn-eq>	greater than or equal to
<deg. F>	degree symbol (Fahrenheit)
<deg. C>	degree symbol (Centigrade)

Retrieving Documents

With an Internet E-mail Address

If you decide that you want a copy of the document, type *m* (lowercase) at the *Search Results* screen to mail the currently selected document to your own or any other Internet e-mail address. The system will prompt you to enter your address, and then hit enter to mail the document directly from the GPO WAIS server.

Without an Internet E-mail Address

If you do not have an Internet e-mail address, perform a print capture to have the document print directly to your printer as it scrolls by, or perform a file capture, which will save the document as ASCII text to a directory or folder you have designated through your software. Most communications programs support this type of capture, and some common terms or phrases which may be in your manual or in an on-screen menu are save to a file, capture log, print log, print capture, screen capture, screen to file/printer, or something similar. Look for these terms in the index of the manual, or consult a technician at your location for assistance. Microsoft Windows users who are using Windows telnet or other communications software (and Mac users) can copy small portions of a document to the clipboard and paste them into a word processor.

Turn on the capture before pressing the space bar to view a document, and turn it off before typing *q* to return to the *Search Results* screen.

Note: To avoid having *stdin* appear in the captured file, type a large number (such as 1000000) and hit enter at the first *stdin* prompt to have text scroll by continuously. (See below for other search techniques.)

Exiting the System

Exit SWAIS by pressing the *q* key at either the *Search Results* Screen or the *Source Selection* screen. It is very important that you exit completely out. In other words, do not simply shut off your machine or exit from your communications program unless you have no alternative.

Glossary of Terms

The following "Glossary of Terms" contains commonly used words by the U.S. Government Printing Office when dealing with electronic information.

access privileges: The privileges to open and make changes to folders and their contents; they are given to or withheld from users.

access time: The time it takes for a computer to get data from a disk

activate: To make a nonactive window active by clicking anywhere inside it.

active hub: A multiported device that amplifies LAN transmission signals.

Address Resolution Protocol (ARP): A standard Internet protocol for resolving hardware addresses from Internet Protocol (IP) addresses.

Adobe Acrobat Portable Document Format (PDF): The native file format for Adobe Systems' Acrobat. PDF is the file format for representing documents in their original format in a manner that is independent of the original application software, hardware, and operating system used to create those documents. A PDF file can describe documents containing any combination of text, graphics, and images in a device-independent and resolution independent format. These documents can be one page or thousands of pages, very simple or extremely complex with a rich use of fonts, graphics, color and images.

alert box: A dialog box that appears on the screen to notify the user that a virus or suspicious activity has been detected.

alias: A representative object that points to an original object (file, folder or disk). Aliases provide quick access to applications, files, folders, and disks without having to seek out originals.

American Standard Code for Information Interchange (ASCII): A standard that represents text, punctuation, and other characters numerically.

animated GIF: A graphic image on a Web page that moves—for example, a twirling icon or a banner with a hand that moves or letters that become larger and smaller.

- ANSI Z39.50:** Information Retrieval Service Definition and Protocol Specification for Library Applications, officially known as ANSI/NISO Z39.50-1992, and ANSI/NISO Z39.50-1995. This standard, used by WAIS, specifies an OSI application layer service to allow an application on one computer to query a database on another.
- AppleShare:** An extension that allows users to access shared files on other networked Macintosh computers or Appleshare file servers.
- application:** A computer program written for a specific purpose, such as word processing or creating a spreadsheet. Also called program or application program.
- application window:** The window containing the work area and menu bar application
- archive file:** A single file or group of files that have been compressed into one file.
- asynchronous:** Refers to operations that do not require the clocks of communicating devices to be coordinated. Instead, the devices send signals to each other indicating readiness to receive or send.
- attached document:** In electronic mail (e-mail), a binary file (such as a program or a compressed word processing document) that has been attached to an e-mail message. The contents of the file do not appear within the e-mail message itself.
- bandwidth:** The capacity that a telecommunications medium has for carrying data.
- batch file:** A text file containing MS-DOS commands that can be executed to run the commands it contains, as if they were typed in at the keyboard.
- baud:** The speed at which data is transferred from one site to another.
- binary file:** A non-ASCII file, such as a database or executable program, that contains data that is not text and therefore cannot be printed.
- bit-mapped graphic:** A type of graphics file in which one or more bits are used to describe the color of each tiny square that makes up an image.

bookmark:	In general, a code inserted in a particular place in a document so that place can easily be found later.
boolean search:	A query with multiple words separated by commands such as AND, OR, and NOT.
bounce:	The return of a piece of e-mail due to an error in its delivery.
browse:	To use a dialog or list box to look for a document or directory.
browser:	A client program that is used to look at various kinds of Internet resources.
bulletin board service (BBS):	A computer that can be reached directly by phone (and, in some cases, by Telnet) for the purpose of sharing or exchanging messages or other files.
cache:	A storage area in a computer that keeps frequently accessed data or program instructions readily available.
carrier:	The background signal on a communication channel that is modified to carry information.
chooser:	A Macintosh desk accessory that allows users to configure a computer system to print on any printer when a printing resource is available on the current startup disk.
client:	In a client/server architecture, the client is the program which requests services. With WAIS, clients are user interface programs which request services from remote or local services, using the WAIS protocol.
client/server:	A common form of distributed system in which software is split between server tasks and client tasks. A client sends requests to a server, according to some protocol, asking for information or action, and the server responds.
Common Gateway Interface (CGI):	A standard that describes how HTTPD-compatible World Wide Web (WWW) servers should access external programs, so that this data is returned to the user in the form of an automatically generated Web page.

Compact Disc-Read Only Memory (CD-ROM): One of a set of competing standards that make use of the large data density of optical disks. A form of data storage that uses laser optics rather than magnetic means for reading data.

compression: (1)A reduction in the number of bits required to represent information in data transmission or storage, thereby conserving bandwidth and/or memory. (2)The coding of data to save storage space or transmission time.

cookie: A piece of information sent by a Web server to a Web browser that the browser software is expected to save and to send back to the server whenever the browser makes additional requests from the server.

compressed file: A file converted by a file compression utility to a special format that minimizes the disk storage space required.

configure: To change software or hardware actions by changing settings. Configurations can be set or reset in software or by manipulating hardware jumpers, switches or other elements.

Consultative Committee for International Telegraphy and Telephony (CCITT): Group within the International Telecommunications Union (ITU) that defines data communications standards.

data: Information represented in digital form, including voice, text, facsimile and video.

database: A collection of data that is organized so that its contents can be easily accessed, managed, and updated.

data integrity: A measure of accuracy based on error detection.

debugging: The process of locating and correcting errors in a program.

desktop: The working environment on the computer.

device:	(1) A hardware component of a computer system, such as a monitor, disk drive, or printer. Also called a peripheral device, because such equipment is often physically separate from, but attached to, the computer. (2) A part of the computer, or a piece of external equipment, that can transfer information. (3) Any piece of equipment that can be attached to a network—a computer, a printer, a file server, a print server, or any other peripheral device.
dialog box:	A window that appears on a user's screen, containing a button, checkboxes, etc.
dial-up:	To use communications software and a modem to connect to another computer for a limited-time session, using the telephone system.
directory:	The PC name for a folder.
document file:	A file that is created by or associated with an application and contains no executable code. Examples include word processing documents, databases, and spreadsheets.
domain:	A group of computers whose names share the same suffix or “domain name” e.g. “.com” (commercial), “.org” (organization), “.gov” (government), “.mil” (military), “.edu” (educational institution), “.net” (network operations). There are also two letter domain names for individual countries, such as “.us” (United States), and “.uk” (United Kingdom).
Domain Name Service (DNS):	A TCP/IP protocol for discovering and maintaining network resource information distributed among different servers.
download:	To copy a file from a storage device (especially another computer) into your computer, or to send something from a computer to a printer.
electronic mail (e-mail):	The use of a network to send and receive messages.
Encapsulated PostScript (EPS) file:	A high-resolution graphic image stored in the PostScript page description language.
encryption:	The scrambling of data so that it can only be read by the intended person.
ethernet:	A high-speed local area network that consists of a cable technology and a series of communication protocols.

extranet:	A private corporate network using Web technology to link a company with its customers.
fax modem:	A modem able to send or receive faxes without the need to convert the document in the computer to paper.
Federal Depository Gateways:	Public or private institutions offering remote, off-site public access to the <i>GPO Access</i> system.
file:	A document or other collection of information stored on a disk and identified as a unique name.
File Transfer Protocol (FTP):	The TCP/IP protocol that enables a user to copy files from one machine to another on the Internet. In asynchronous communications, a standard that ensures the error-free transmission of program and data files through the telephone system.
firewall:	A network security system that helps prevent unauthorized access and also prevents legitimate users accessing the Internet from the local network. A firewall usually consists of a single machine that's connected to the Internet and all Internet traffic must pass through that machine.
floppy disk:	A 3.5" or 5.25" removable magnetic medium used for storing programs and other files.
folder:	A grouping of files and/or folders that is represented by a folder-shaped icon on the desktop. Folders can contain documents, applications, and other folders. A folder is sometimes referred to as a directory or subdirectory.
format:	A process which prepares a disk (floppy or hard) to hold data.
full-duplex:	A four-wire communication circuit or protocol that allows two-way data transmission between two points at the same time.
gateway:	A means by which users of one computer service or network may access certain kinds of information on a different service or network.

Government electronic information service: The system or method by which a component of the Government or its authorized agent disseminates Government information products to the public via a telecommunications network or successor technology.

Government information: Information, regardless of form or format, which is created or compiled by employees of a component of the Government, or at Government expense, or as required by law.

Government Information Locator Service (GILS): A decentralized collection of agency-based information locators using network technology and international standards to direct users to relevant information resources within the Federal Government.

Government information product: A Government publication or other discrete set of Government information, either conveyed in a tangible physical format including electronic media, or disseminated via a Government electronic information service.

Graphical User Interface (GUI): Software design that allows users to operate the software by selecting and moving icons and pictographs instead of typing commands.

Graphics Interchange Format (GIF): A standard used for compressing and processing images as computer files.

handshaking: A method for controlling the flow of serial communication between two devices so that one device transmits data only when the other device is ready.

hardcopy: Output printed on paper.

hard disk: A disk drive which has larger capacity and is faster than floppy disks.

hit: A single file request in the log of a Web server.

home page: Usually the main/top level page (default) accessed by a World Wide Web user who goes to a Web site. In any hypertext system, including the World Wide Web (WWW), a document intended to serve as an initial point of entry to a web of related documents.

host: In the Internet, any computer that can function as the beginning and end point of data transfers.

- hypertext:** A collection of documents containing links to one another that allow a user to easily jump between documents.
- HyperText Markup Language (HTML):** The computer language used to create linked text and image files that are used by World Wide Web browsers.
- HyperText Transfer Protocol (HTTP):** The protocol used by the World Wide Web.
- HyperText Transfer Protocol Daemon (HTTPD):** A program on a Web server that waits for requests and forwards them to other processes.
- install:** To load software or hardware into a computer system.
- interface:** The connection between two hardware devices, between two applications, or between a user and an application that facilitates the exchange of data.
- Internet:** A large network of computers connected to a backbone network. The Internet spans a variety of protocols and many different physical networks around the world.
- Internet Protocol (IP):** In TCP/IP, the standard that describes how an Internet-connected computer should break data down into packets for transmission across the network, and how those packets should be addressed so that they arrive at their destination.
- intranet:** A network within an organization which provides similar services to the Internet but is not necessarily connected to it.
- Joint Photographic Experts Group (JPEG):** A standard used for compressing and processing either full color or gray scale images of natural, real-world scenes as image files.
- Kermit:** A communication protocol, used mainly for file transfers by modem.
- latency:** The amount of time between when a device requests access to a network and when it is granted permission to transmit

launch:	To start or run an application.
link:	A connection between two or more pieces of equipment.
listserv:	An Internet application that automatically “serves” mailing lists by sending electronic newsletters to a stored database of Internet user addresses.
local area network (LAN):	A data communications network which is geographically limited (typically to a 1 km radius) allowing easy interconnection of terminals, microprocessors and computers within adjacent buildings.
macro:	A series of commands and procedures that are carried out in response to a single command or keystroke, or identified by a single name.
MacTCP:	Software from Apple Computer that allows Macintoshes to talk with other computers via TCP/IP.
MacWAIS:	An application that allows users to find, retrieve, and intelligently process information via the WAIS protocol. MacWAIS is intended to run on all Macintosh platforms.
mailbox:	In electronic mail, the storage space that has been set aside to store an individual’s electronic mail messages.
methods of access:	The manner in which you reach an information service; methods of access include the Internet, the Web, a WAIS client, a Telnet session, or a modem connection.
migration:	(1) The periodic refreshing or transfer of information from one medium to another in order to minimize loss of information due to physical deterioration of storage media.(2) The reformatting of information to avoid technological obsolescence due to software or platform dependence.
modem:	A device which converts digital computer data to a modulated analog signal for transmission over public or private switched telephone networks. This can also receive modulated analog signals via telephone networks and convert it back to its original digital state.
motherboard:	The physical arrangement in a computer that contains the computer’s basic circuitry and components.

multimedia:	Combining static media (such as text and pictures) with dynamic media (such as sound, video, and animation) on the same system.
multitasking:	The ability of a computer, operating system, or application to perform more than one task or operation at the same time.
network:	A system of software and hardware connected in a manner to support data transmission.
node:	(1) A device that is attached to a network and communicates by means of the network. (2) Any network device that has an address on the network.
node number:	A number that distinguishes one node from all others on the network.
offline:	Not currently connected to or under the control of the computer.
online:	Directly connected with and accessible to a computer.
optical character recognition (OCR):	Machine recognition of printed or typed text.
optical disk:	A large-capacity data storage medium for computers on which information is stored at extremely high density.
packet:	A unit of information that has been formatted for transmission on a network. A packet contains not only data, but also its destination and source.
Packet Internet Groper (PING):	A diagnostic utility program that is commonly used to determine whether a computer is properly connected to the Internet.
packet switching:	When a network sends packets between stations by routes that may vary depending on which route is the best available at the time.
page description language (PDL):	A programming language that describes printer output in device-independent commands.

partition:	A portion of a disk that functions as a separate disk.
password:	A security tool used to identify authorized users of a program or network and to define their privileges.
peer:	A network device that communicates on the same level as another device on the network.
permanent public access:	As used within the context of the Federal Depository Library Program (FDLP), this means Government information products within the scope the Federal Depository Library Program remain available for current and future, no fee public access through the Federal Depository Library Program.
Point-to-Point Protocol (PPP):	An Internet standard method for transmitting IP packets over serial point-to-point links.
port:	(1) A socket on the back panel of a computer where a user plugs in a cable for connection to a network or a peripheral device. (2) A connection between the central processor unit and main memory or a device (such as a terminal) for transferring data. (3) A unique number that identifies a particular Internet service.
PostScript:	A page description language (PDL) used for high-quality printing on laser printers and other high-resolution printing devices.
private key:	A privately known key that may be used to encrypt data.
program:	A list of instructions, written in a programming language, that a computer can execute so that the machine acts in a predetermined way.
prompt:	A symbol or phrase that appears on-screen to inform you that the computer is ready to accept input.
protocol:	A set of procedural rules that permit the orderly exchange of information within and across a network. These rules govern the content, format, timing, sequencing and error control of the messages being exchanged on a network.

pull-down menu: An on-screen menu of command options that appears after you select the command name on the menu bar.

queue: An ordered list of items waiting to be processed.

query: A question, usually used in connection with a database language, to find a particular record or set of records in a database.

radio button: A round button shown on dialog boxes and windows that enables users to select one option from a set of mutually exclusive options.

Random-access Memory (RAM): The temporary memory area used to load program instructions and store files currently in use.

README file: A text file, often included on the installation disk of application programs, that contains last-minute information not contained in the program's documentation.

removable media: Disks that can be removed, as opposed to hard disks that are stationary. Some examples of removable media are floppy disks, disk cartridges, etc.

robot: A program that automatically explores the World Wide Web by retrieving a document and recursively retrieving some or all the documents that are referenced in it.

save: To store data on a floppy or hard disk so it will not be lost when the power is off.

script: A set of procedures a user specifies to automate a routine task of repetitive operations.

scroll: To move through a window horizontally or vertically so its position in a document or worksheet changes.

search engine: A program on a remote machine that allows keyword searches.

Serial Line Internet Protocol (SLIP): Software allowing the Internet Protocol (IP), normally used on Ethernet, to be used over a serial line.

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- session:** A related set of communications transactions between two or more network devices.
- server:** A computer that provides shared resources, such as files and printers, to the network.
- signature file:** An ASCII text file, maintained within e-mail programs, that contains a few lines of text for a signature.
- Simple Wide Area Information System (SWAIS):** Provides users the ability to search ASCII text files through an Internet Telnet session or by using a modem to dial-in directly.
- source file:** The file from which data or program instructions are copied.
- Standard Generalized Markup Language (SGML):** An enabling technology used in applications such as HTML. SGML is a language for document representation that formalizes markup and frees it of system and processing dependencies.
- suite:** A group of applications programs that are designed to work together.
- synchronous:** Refers to protocols that require the clocks of the communicating machines to be coordinated.
- tag:** In HyperText Markup Language (HTML), a code that identifies an element (a certain part of a document, such as a heading or list) so that a Web browser can tell how to display it.
- Tagged Image File Format (TIFF):** A standard for saving pictures and other images as computer files. Represented by the .tif filename extension.
- tangible Government information product:** As used within the context of the Federal Depository Library Program (FDLP), this means any Government information product that can be distributed in a physical format.
- Telnet:** A TCP/IP terminal emulation protocol that enables users to logon to a remote computer and use its applications as if the user were directly connected.

Transmission Control Protocol/Internet Protocol (TCP/IP): A protocol suite developed by Advanced Research Projects Agency (ARPA). The set of standards (protocols) for data transmission and error correction that allows the transfer of data from one Internet-linked computer to another.

The Federal Bulletin Board/FTP Server: A GPO electronic information dissemination service providing immediate self-service access to Government information, including thousands of agency files.

The Federal Locator Service: Provides a pathway/directory to Government information, including Government Information Locator Service (GILS) applications, via the World Wide Web.

uudecode: A UNIX utility program that decodes a uuencoded ASCII file, restoring the original binary file (such as a program or graphic).

uuencode: A UNIX utility program that transforms a binary file, such as a program or graphic, into coded ASCII text.

Uniform Resource Locator (URL): A standardized naming, or “addressing,” system for locating a site on the Internet.

web browser: A program that provides an interface to the World Wide Web.

webmaster: A person responsible for the development and maintenance of the World Wide Web server and web pages at a web site.

What You See Is What You Get (WYSIWYG): A program design in which formatting commands directly affect the text on-screen, so the screen shows the appearance of the printed text.

Wide Area Information Server (WAIS): A distributed information service which offers simple natural language input, indexed searching for fast retrieval, and a “relevance feedback” mechanism which allows the results of initial searches to influence future searches. The user interfaces (clients) talk to the servers using an extension to a standard protocol Z39.50.

wide area network (WAN): A network capable of transmissions over large geographic areas that uses transmission lines provided by a common-carrier.

World Wide Web (WWW, Web, W3): A method of communicating between computers on the Internet that uses HTTP to allow users to receive HTML or SGML encoded documents which in turn allows users to obtain information by selecting displayed icons or pictographs.

